

## TABLE OF CONTENTS

|   |    |
|---|----|
| Academic Requirements for H.S. Graduation     | 17 |
| Academic Requirements for M.S. Promotion      | 16 |
| Activity Fee                                  | 23 |
| Alcohol Abuse Policy                          | 13 |
| Asbestos                                      | 9  |
| Attendance                                    | 9  |
| Awards and Trophies - Athletics               | 39 |
| Behavioral Intervention Policies              | 51 |
| Book Rental System                            | 23 |
| Bulletin Board                                | 28 |
| Bus Conduct                                   | 24 |
| Cafeteria                                     | 24 |
| Cafeteria, Rules                              | 25 |
| Calendar                                      | 4  |
| Chorus - High School                          | 36 |
| Collection of Money from Students             | 14 |
| College Visitation                            | 16 |
| Computer Lab Rules                            | 26 |
| Conduct Grade                                 | 15 |
| Correspondence Policy                         | 20 |
| Counseling and Guidance - Testing Program     | 20 |
| Detention                                     | 50 |
| Discipline Procedures                         | 40 |
| Discipline - Types Used                       | 46 |
| Discrimination and Harassment                 | 11 |
| Drama Club                                    | 36 |
| Driving to and from School Sponsored Activity | 33 |
| Drug Abuse Policy                             | 13 |
| Electronic Communications/Equipment           | 13 |
| Elementary Art                                | 22 |
| Elementary Music                              | 22 |
| Emergency School Closing                      | 8  |
| Extracurricular Activity Purposes             | 31 |
| Extracurricular Eligibility                   | 32 |
| Extracurricular Scheduling                    | 33 |
| Extracurricular Standards for Participation   | 31 |
| Fire  | 27 |
| Forward                                       | 8  |
| Freshman Year Courses                         | 17 |
| Future Farmers of America                     | 35 |
| Gifted Education                              | 21 |
| Grading Scale                                 | 15 |
| High School Class Membership                  | 34 |
| Honors and Awards - Academic/Citizenship      | 37 |
| Honor Roll                                    | 15 |

|   |       |
|---|-------|
| Immunizations                                 | 30    |
| Insurance Program                             | 23    |
| Junior Year Courses                           | 18    |
| Kindergarten                                  | 22    |
| Library Rules                                 | 25    |
| Library Services                              | 25    |
| Lockers                                       | 24    |
| Lost and Found                                | 27    |
| Membership in Class Organization - Rules      | 34    |
| Mission Statement                             | 5     |
| National Honor Society                        | 34    |
| Network and Internet Policy                   | 43    |
| Organization Trips                            | 35    |
| Participation Fee                             | 23    |
| Personal Property Protection                  | 27    |
| Personnel                                     | 6     |
| Physical Education                            | 22    |
| Physical Exams                                | 30    |
| Pre-Kindergarten                              | 52    |
| Report Cards                                  | 14    |
| Rules - General                               | 47    |
| SADD - Students Against Destructive Decisions | 33    |
| Scholastic Bowl - Junior/Senior High          | 36    |
| School Safety                                 | 27    |
| Semester Exam Policy                          | 16    |
| Senior Class Trip                             | 35    |
| Senior Year Courses                           | 19    |
| Smoking                                       | 13    |
| Social Worker                                 | 21    |
| Sophomore Year Courses                        | 18    |
| Special Education                             | 22    |
| Specific Punishments                          | 47    |
| Speech and Language                           | 22    |
| Speech Teams - High School/Junior High        | 35/36 |
| Student Code of Conduct                       | 40    |
| Student Dress and Grooming                    | 12    |
| Student Medications                           | 29    |
| Student Records                               | 28    |
| Student Vehicle Policy                        | 12    |
| Study Hall Policies and Guidelines            | 26    |
| Suspension/Expulsion                          | 51    |
| Telephone                                     | 28    |
| Title I Reading and Math                      | 21    |
| Title IX, Sex Discrimination                  | 28    |
| Transportation                                | 23    |
| Visitors                                      | 28    |

GRIGGSVILLE/PERRY C.U.S.D. #4  
 ELEMENTARY SCHOOL, MIDDLE SCHOOL, HIGH SCHOOL  
 Griggsville Perry Griggsville

DEAR PARENTS AND STUDENTS:

The Board of Education, administration, teachers, and staff of the Griggsville/Perry Community Unit School District #4 wants to welcome you to the 2008-2009 school year. With the excellent cooperation of everyone in the district, we will all be able to move through another school year extremely well. As most of you know, we have the Elementary School (Pre-K-4) in Griggsville, the Middle School (5-8) in Perry, and the High School (9-12) in Griggsville.

1. The high school operates under the 8-BLOCK system.
2. The starting time for school will be 8:30 a.m. and school will end at 3:30 p.m.
3. The registration fees will be \$60.00 for high school, \$45.00 for K-8. There is a \$15 additional shop fee for high school students taking agriculture classes. Also, each student 6-12 will be required to purchase a P.E. uniform. The cost of this uniform will be \$20.00. There are no waivers for the cost of the P.E. uniform.
4. Activity fees will be assessed all students. They are: K-8 -- \$20 and 9-12--\$25. This activity fee pays transportation costs for field trips, helps fund special activities such as assemblies and guest speakers, and includes an all sports pass for free admission to all regularly scheduled home contests. It does not allow free admission to any tournaments.
5. The hot lunch fees will be grades K-4 - \$1.75; 5-12 - \$2.00. The breakfast program will be \$1.25 for all grades and milk will be 30 cents. Students will be allowed to charge only \$13.75 in lunches at one time this year. After the \$13.75, there will be no more charges until the past ones are paid.
6. Students enrolled in Driver Education will be charged a fee of \$35.00 for the class.
7. The doors to each of the buildings will not be unlocked for the students until 8:00 a.m. each morning, so please do not have your child arrive before that time. Bus students arriving at school before the 8 a.m. time are admitted into the building to wait in designated areas only.

The district is willing to set up a payment plan for parents to pay students fees. Parents may make arrangements with the school office for the payment plan.

We are looking forward to the new school year. We have an excellent school system, and we are sure that you are as proud of it as we are.

Thank you for all you have done in the past and for any help you may be in the future. Please remember your schools can always use your help in many ways. If you desire to assist in any way, please contact us.

Sincerely,

Griggsville/Perry Board of Education  
 Administration, Teachers, and Staff

**GRIGGSVILLE-PERRY SCHOOL UNIT #4  
2008-09 SCHOOL CALENDAR**

|                                       |   |
|---------------------------------------|---|
| <b>Tues., August 19</b>               | <b>Teachers' Institute – No School</b>                    |
| <b>Wed., August 20</b>                | <b>First day of attendance – 10:00 dismissal</b>          |
| <b>Mon., August 25</b>                | <b>First day of Pre K</b>                                 |
| <b>Mon., September 1</b>              | <b>Labor Day – No School</b>                              |
| <b>Mon., October 13</b>               | <b>Columbus Day – No School</b>                           |
| <b>Fri., October 17</b>               | <b>End of 1<sup>st</sup> Quarter</b>                      |
| <b>Thurs., October 23</b>             | <b>2:30 dismissal – Parent/Teacher Conf. (5-8 pm)</b>     |
| <b>Fri., October 24</b>               | <b>No School – Parent/Teacher Conf. (8:30-11:30)</b>      |
| <b>Fri., October 31</b>               | <b>2:30 dismissal – No PreK</b>                           |
| <b>Mon., November 10</b>              | <b>Veterans' Day Observed--No School</b>                  |
| <b>Tues., November 11</b>             | <b>School <u>IS</u> in session.</b>                       |
| <b>Fri., November 21</b>              | <b>No School</b>  |
| <b>Wed., November 26</b>              | <b>2:30 dismissal – No PreK</b>                           |
| <b>Thurs., November 27</b>            | <b>Thanksgiving – No School</b>                           |
| <b>Fri., November 28</b>              | <b>No School</b>  |
| <b>Thurs., December 18</b>            | <b>2:30 dismissal – End 1<sup>st</sup> Semester</b>       |
| <b>Fri., December 19</b>              | <b>Teachers' Institute – No School</b>                    |
| <b>Mon., December 22-Fri., Jan. 2</b> | <b>Winter Break – No School</b>                           |
| <b>Mon., January 5</b>                | <b>School Resumes</b>                                     |
| <b>Mon., January 19</b>               | <b>Martin Luther King Jr. Day – No School</b>             |
| <b>Mon., February 16</b>              | <b>Presidents' Day – No School</b>                        |
| <b>Thurs., Mar. 12</b>                | <b>End of 3<sup>rd</sup> Quarter</b>                      |
| <b>Fri., Mar. 13</b>                  | <b>Teachers' Institute – No School</b>                    |
| <b>Wed., April 8</b>                  | <b>2:30 dismissal</b>                                     |
| <b>Thurs., April 9</b>                | <b>No School</b>  |
| <b>Fri., April 10</b>                 | <b>No School</b>  |
| <b>Mon., April 13</b>                 | <b>No School</b>  |
| <b>Tues., April 14</b>                | <b>No School</b>  |
| <b>Mon., May 25</b>                   | <b>Memorial Day – No School</b>                           |
| <b>Tues., June 2</b>                  | <b>2:30 Dismissal</b>                                     |
| <b>Wed., June 3</b>                   | <b>Teachers' Institute – No School</b>                    |
| <b>Thurs., June 4</b>                 | <b>Last Day of Attendance/End 2<sup>nd</sup> Semester</b> |

(The end dates for school are subject to change depending on the number of emergency days used during the school year.)

***IN ADDITION: Pre-K will not be in session on the following dates: Friday, September 26; Friday October 31; Wednesday, November 26; Thursday, December 18; Friday, January 30; Friday, February 27; Friday, March 27; and Friday, April 24.***

|                          |         |                              |          |
|--------------------------|---------|------------------------------|----------|
| August 20 - September 30 | 29 days | Total                        | 180 days |
| October 1 - October 31   | 21 days | Institute                    | 4 days   |
| November 1 - November 30 | 16 days | Parent/Teacher               | 1 days   |
| December 1 - December 18 | 14 days |                              |          |
| January 5 - January 30   | 19 days | <hr/>                        |          |
| February 2 - February 27 | 19 days | Grand Total                  | 185 days |
| March 2 - March 31       | 21 days |                              |          |
| April 1 - April 30       | 18 days | (5 emergency days are        |          |
| May 1 – May 29           | 20 days | included in the listed pupil |          |
| June 1 – 4               | 3 days  | attendance days)             |          |

The Board of Education has the authority, by resolution shown in the minutes, to allow extra vacation days or to close school previous to the closing dates shown on the calendar. They may not, however, alter the opening day of the school term after the calendar has been adopted. This calendar allows for five snow days.

**GRIGGSVILLE/PERRY C.U.S.D. #4  
MISSION STATEMENT**

The Griggsville/Perry schools, in active partnership with parents and community, are committed to providing an educational program dedicated to teaching and learning within a caring environment. This will be accomplished by a knowledgeable and dedicated staff who will emphasize strong self-esteem and academic achievement. This achievement, as well as the essential skills that students shall master to become responsible citizens, will be our priority.

**BOARD OF EDUCATION**

|                 |               |
|-----------------|---------------|
| Bradshaw, Brian | Rumple, Marc  |
| Emrick, John    | Vinyard, Doug |
| Harris, Rhonda  | Webel, Rod    |
| Myers, Steven   |               |

**HANDBOOK COMMITTEE**

|                   |                 |
|-------------------|-----------------|
| Allen, Andrea     | Dunham, Judi    |
| Clanton, Keppen   | Mountain, Nikki |
| Craven, Pollee    | Pearson, Linda  |
| Crawford, Dorothy |                 |

**PERSONNEL FOR GRIGGSVILLE/PERRY COMM. UNIT DIST. #4**  
**2008-2009**

|                 |                     |
|-----------------|---------------------|
| Davies, Michael | Superintendent      |
| Bradshaw, Trish | Secretary           |
| Moyer, Penny    | District Bookkeeper |

**GRIGGSVILLE-PERRY PRIMARY and HIGH SCHOOL**

|                    |  |
|--------------------|--|
| Allen, Andrea      | Principal                              |
| Clanton, Keppen    | Assistant Principal                    |
| McDaniel, Cathy    | Secretary                              |
| <br>               |  |
| Bingham, Kristine  | 3 <sup>rd</sup> Grade                  |
| Burd, Aaron        | 2 <sup>nd</sup> Grade                  |
| Cawthon, Kathie    | Art/Home Economics                     |
| Claxton, Donna     | Math. Social Studies, Freshman Seminar |
| Devino, Dennis     | Guidance Counselor                     |
| Dunham, Judi       | 2 <sup>nd</sup> Grade                  |
| Fennell, Kristin   | Advanced Math                          |
| Forrester, Nicole  | Chemistry, Physics, Algebra I          |
| Gleckler, Charlene | L.D. Resource                          |
| Gresham, Holly     | 1 <sup>st</sup> Grade                  |
| Hobson, Elaine     | 4 <sup>th</sup> Grade                  |
| Kelley, Jamie      | 3 <sup>rd</sup> Grade                  |
| Knight, Heather    | 1 <sup>st</sup> Grade                  |
| Lightle, Becky     | English/Freshman Seminar/Speech        |
| Lightle, Cindy     | Spanish/Social Studies                 |
| Lindsay, Stephanie | H.S. Cross Cat.                        |
| Martin, Judi       | Pre-K                                  |
| Miller, Chris      | Agriculture                            |
| Parkins, Janet     | Kindergarten                           |
| Phipps, Maleah     | Physical Education                     |
| Ratliff, Peg       | L.D. Resource                          |
| Risley, Barb       | Title I                                |
| Schaller, Fran     | Kindergarten                           |
| Sethaler, Pam      | 4 <sup>th</sup> Grade                  |
| Shoemaker, Brandi  | English                                |
| Stauffer, Ken      | Senior Problems, World Geography       |
| Taylor, Seth       | Driver Ed/Physical Education, Health   |
| VanWinkle, Pam     | Primary Cross Cat.                     |
| Webel, Sarah       | Biology, Health, Health Occupations    |
| Wilson, Jeff       | Physical Education                     |

**GRIGGSVILLE-PERRY MIDDLE SCHOOL**

|                      |                              |
|----------------------|------------------------------|
| Craven, Pollee       | Principal                    |
| Craig, Mary Ellen    | Secretary                    |
| Dickerson, Cheryl    | 5 <sup>th</sup> Grade        |
| Howland, Dee         | Title I                      |
| Musgrave, Cathy      | 6 <sup>th</sup> Grade        |
| Pearson, Linda       | Reading/Language             |
| Shaw, Susan          | L.D. Resource                |
| Smith, Rebecca       | Keyboarding/Creative Writing |
| Stauffer, Genny      | Cross Cat                    |
| Stauffer, Ken        | Social Studies               |
| Van Giesen, Jennifer | Math/Science                 |
| Wilson, Jeff         | Physical Education           |
| Zumwalt, Nancy       | 6 <sup>th</sup> Grade        |

**BOTH BUILDINGS**

|                  |                           |
|------------------|---------------------------|
| Boley, Katie     | Social Worker             |
| Dawson, Jan      | Art                       |
| Evans, H. Todd   | Music/Chorus/Band         |
| James, Paula     | Speech Language Therapist |
| Liehr, Ruth Anne | Nurse                     |
| Scranton, Nicole | Technology                |

**SUPPORT STAFF**

|                    |                          |
|--------------------|--------------------------|
| Chapman, Jim       | Custodian                |
| Crow, Lisa         | Custodian                |
| Daniels, Angie     | Cafeteria                |
| Daniels, Lucy      | Cafeteria                |
| DeJaynes, Tammy    | Pre-K Paraprofessional   |
| Dewitt, Tammy      | Cafeteria                |
| Evans, Alicia      | Paraprofessional         |
| Grieves, Patty     | Custodian                |
| Hannant, Mildred   | Cafeteria                |
| Kessinger, Jeannie | Cafeteria                |
| McCarter, Aaron    | Paraprofessional         |
| Moore, Cheryl      | Custodian                |
| Quinn, Joan        | Paraprofessional         |
| Smith, Mark        | Custodian                |
| Vose, Diane        | Pre-K Parent Coordinator |

## **FORWARD**

This handbook establishes the rules and regulations for the students of the Griggsville/Perry Elementary and Junior/Senior High Schools. The handbook has been presented and approved by the Griggsville/Perry Board of Education.

### **PRINCIPAL'S AUTHORITY:**

The principal shall assume administrative responsibilities and instructional leadership, under the supervision of the superintendent, and in accordance with reasonable rules and regulations of the Griggsville/Perry Board of Education, for the planning, operation, and evaluation of the educational program of the attendance area to which he or she is assigned (Illinois School Code 122, paragraph 10-21.4a).

This handbook is not all-inclusive and is not to take the place of or serve as a complete guide to the Griggsville/Perry Community Unit #4 policies.

Griggsville/Perry Elementary and Junior/Senior High Schools and Griggsville/Perry Community Unit #4 do not discriminate on the basis of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status in its recruitment information and/or enrollment criteria, student handbook, catalogs, or other publications for its students or employees.

The Board Members and the Staff and Administration want to welcome the students to the Griggsville/Perry Schools and we encourage both parents and community members to become involved in the happenings at the schools. The Griggsville/Perry Community Unit School District has an on-going commitment to parent involvement and parent education so as to improve the educational environment of our students.

### **ALL SCHOOL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE BEFORE CONTACTING ANY STUDENT OR TEACHER. THERE ARE NO EXCEPTIONS!**

All doors in each building are locked, with the exceptions of the west main doors at the high school and the west cafeteria doors at the middle school, for student safety. Visitors will be issued a pass upon signing in at the office. The pass must be returned to the office upon departure. The Safe School/Violence Tip line number is 1-800-477-0024. Any and all comments related to violence of any nature will be treated seriously and reported to the appropriate authorities.

### **EMERGENCY SCHOOL CLOSING**

In the event of extreme weather conditions or other conditions where there will be no school in session, families should listen or watch the following radio and television stations for school closing information:

|                      |   |
|----------------------|---|
| Radio Stations:      | WBBA in Pittsfield (AM 1580 and FM 97.5)<br>WQCY and WTAD in Quincy<br>WJIL in Jacksonville |
| Television Stations: | Channel 10 and Channel 7 in Quincy.   |

The district also subscribes to an automated service called “School Reach” which allows the families to be phoned if or when school is not in session due to weather or must dismiss early unexpectedly for any reason. Parents are asked to submit any telephone number changes to the school office for inclusion in this automated message service.

## ASBESTOS

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted recently by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R.

Asbestos’ properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We have recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional certified to develop asbestos management plans.

He has developed an asbestos management plan for our facilities which includes: this notification letter, education and training of our employees, and a set of plans and procedures designated to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Mike Davies is our Asbestos Program Manager and all inquiries regarding the plan should be directed to him.

We have begun implementing the asbestos management plan. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

## ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons as explained below:

- 1) Personal illness – **A student who has missed more than 10 days of school, cumulative, must have a doctor’s excuse turned in for the absence to be excusable. It is the administration’s responsibility to notify the parents/guardians in writing when the child has missed 7 absences and the procedures that must be followed when 10 absences are reached.**
- 2) Illness in the family – All schoolwork should be kept current.

- 3) Quarantine in the home – The absence arising from this condition is limited to the length of the quarantine as fixed by the proper health official.
- 4) Death of a relative – The absence arising from this condition is limited to three days, unless parent or guardian for a longer absence may show reasonable cause.
- 5) Medical appointments – The school will require parental contact.
- 6) **THE SCHOOL ADMINISTRATOR PRIOR TO THE ABSENCE MUST EXCUSE ANY OTHER REASON.**
- 7) Vacation passes for families can be facilitated by calling the school principal one week prior to the date of the vacation so teachers can prepare work for the student.
- 8) If a student must leave school early for any reason, the student must obtain a yellow pass slip from the office first thing in the morning of that day.

All absences (excused or unexcused) require writing parental contact with the school. Students must make up their work for excused absences no later than one day per day absent. Parents can help by calling the school between 8 a.m. and 4 p.m. when their child is absent at 833-2352 or 236-9161. The school will also attempt to contact the parent by phone each day a student is absent. If a student is absent 5 days in a row, student must have a doctor note to be excused and the doctor note must be presented at the time of return to school.

#### **Attendance/Elementary and Junior High:**

Elementary students must be present for class for a minimum of 300 minutes to be counted present for a full day of school; 150 minutes equal a half day present. Therefore, if a student is present at school but must leave before 2:36 p.m., that student is absent one-half day. If a student does not arrive at school until 10 a.m., he/she is absent ½ day. Excessive absences have a big influence on student achievement. Elementary/junior high students must sign in or out **in the school office when they arrive late or must leave early. There will be no exceptions.**

#### **Attendance/High School**

All students must attend 150 minutes of instructional time to constitute a half-day of attendance. High school students must be present at least 60 minutes of a class period to be considered present for that class. **Students must be present 300 minutes to participate in any school-sponsored event that day or evening.** Arrangements may permit the "waiving of this rule" by the school administrator.

Leaving school without reporting to the office constitutes an unexcused absence and will result in the student being considered truant. Students who arrive at school late or leave school early must sign-in at the office when arriving and sign-out at the office when leaving.

#### **High School Makeup Work Policy**

Upon the day of his/her return, a student is responsible for any and all assignments and/or any recitations that were assigned previous to the absence and due the day of their absence in class. It is the student's responsibility to make arrangements with teachers concerning work missed. If you have an excused absence, or pre-arranged absence, you will need to make arrangements with your teachers to cover/hand in work missed. Upon your return to school, you must obtain a homeroom pass from the office to receive permission to see the teachers you missed. A homeroom pass will be issued for EXCUSED ABSENCES ONLY. During the day of return, you are to see your teachers (when you have them, or during homeroom) to obtain assignments or to turn in work that was previously assigned and due the day you were gone. **OBTAINING ASSIGNMENTS AND TURNING IN WORK TAKE PRIORITY**

OVER ALL ELSE THAT HAPPENS DURING HOMEROOM. Failure to see the teacher or follow procedure will waive rights to full make-up. No make-up privileges will be granted for unexcused absences and/or truancy.

**High School Semester Exam Policy:** Students in all classes may be excused for semester tests if they have one or no excused absences for the semester and they have no lower than a C class average. Any unexcused absence for even 1 class will cause the student to take the semester exam regardless of the grade earned in the class.

Students may opt to take the tests even if they are not required if they wish to attempt to raise their grade. If students do not take the test, their grade for the semester will be the average of the two quarter grades.

Students who are exempt but take the tests anyway will not have their grades lowered if they do not do well on the test.

Students who are required to take the tests and fail to do so will receive a zero grade for the semester exam, and that zero will be averaged as 20% of the final semester grade.

**The Griggsville/Perry Schools have no sympathy for the truant. The school will report the chronic truant to the proper authorities when local efforts are not successful.** Students who receive out-of-school suspensions or who have unexcused absences pursuant to Board Policy and the Illinois School Code shall not receive credit for daily class assignments or class participation. The Board of Education, by adopting this handbook, is strengthening the academic program in the school district. The Board recognizes the value of daily class assignments, class participation and periodic examinations in the instruction and evaluation of its students. The Board further recognizes the importance of regular daily school attendance by students and the daily performance of their schoolwork. The Board, by adopting this handbook, desires to emphasize and encourage these considerations.

## **DISCRIMINATION AND HARASSMENT**

All students have equal access to all the classes and activities of the school. No rule, whether disciplining or otherwise, shall have as its purpose discrimination with regard to race, color, creed, national origin, sex, or handicap. The school will separate students by sex within physical education classes for participation in contact sports.

Sexual intimidation and/or harassment by any school employee, other student, or the affect of any school policy or practice will not be tolerated.

Each district has a coordinator whose purpose is hearing and reacting to any grievances or complaints concerning the meaning, interpretation or application of established district policies; and/or civil rights legislation such as Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Illinois Human Rights Act of 1980, and Age of 1975. The coordinators of Griggsville/Perry Unit #4 are Andrea Allen, Principal and Pollee Craven, Principal.

## STUDENT DRESS AND GROOMING

The Board of Education recognizes that parents are basically responsible for their children's dress, grooming, and general appearance. It is also recognized that student grooming and appearance is the proper concern of the Griggsville/Perry Junior/Senior High School. In order to help insure proper and acceptable behavior on the part of the students, it is necessary to establish certain guidelines to aid parents and students in selecting the proper attire and grooming for students to appear at school. In view of the foregoing statement, the following rules will be in effect:

### Purpose

The purpose of the rules for student dress and grooming is the maintenance of order, modesty, cleanliness, and safety.

### Student Dress

Students shall not wear clothing that is sexually suggestive or indecent, which would cause a disturbance or interfere with normal classroom activities, or which constitutes a health or safety hazard. Students shall not wear clothing with extremely low-cut necklines or which are too tight or strapless. Shirts and pants or skirts must overlap at the waistline at all times, and pants should ride no lower than the student's natural waistline. No midriff may show at any time. No short tops, overalls (without shirts), or tank tops shall be worn. Shoes or boots shall be worn at all times. "Flip flops" should not be worn by elementary or pre-K students due to potential for injury on the playground or around the school property. Clothing with tobacco, alcohol, dangerous drugs, or narcotics slogans or emblems shall not be worn. No mesh shirts or shirts cut excessively under the arms are allowed. Shorts must have at least a six (6) inch inseam to be worn to school. Skirts must be no shorter than four inches above the kneecap. Students will be sent home, according to administrative judgment, to change if the clothing does not meet the guidelines. The student will be given an unexcused absence for the time missed from class and will be disciplined according to the school rules. Students attending extra/co-curricular activities will dress in accordance with the dress and grooming rule unless otherwise specified by the sponsor. Certain days of the year may be designed as "dress-up days (no shorts), such as Awards Day. **NO COATS ARE TO BE WORN IN CLASSROOMS. COATS AND BOOKBAGS/BACKPACKS ARE TO BE LEFT IN LOCKERS DURING CLASS HOURS OF THE SCHOOL DAY DUE TO SAFE SCHOOL GUIDELINES.**

Students are asked to dress appropriately to functions in which they are representing the school and communities. Hats, caps, scarves (tied around head), bandannas, etc., are not to be worn in the school building.

## STUDENT VEHICLE POLICY

Students are not to be in the building and/or arrive at school before 8:00 A.M. unless the student has an appointment with a teacher. **THE DOORS TO THE SCHOOLS WILL NOT BE UNLOCKED UNTIL 8:00 A.M. ON EACH SCHOOL DAY.**

Students will park their cars/vehicles in the student parking lot south of the school before the school day begins and will not leave in their cars/vehicles until the school day dismisses. Students will not park against the street in the southwest parking lot. Students are not to drive between buses and parking lot after school.

Students ARE NOT ALLOWED to go to or be in any cars/vehicles during school hours without permission of the administration.

### **ALCOHOL ABUSE POLICY**

The unlawful possession and use of alcohol is wrong and harmful. The law clearly prohibits the possession, use or distribution of alcohol by students on school premises or as part of its activities. Counseling is available through the district social worker, district counselor office, the Pike County Counseling Center, and administrator's office. If a staff member finds a student to be illicitly using, possessing or distributing alcoholic beverages in violation of this policy, the student will be suspended according to the District's discipline policy. Compliance with the District's alcohol policy is mandatory.

### **DRUG ABUSE POLICY**

The possession and use of drugs is wrong and harmful. The law clearly prohibits the possession, use or distribution of drugs by students on school premises or as a part of its activities. Counseling is available through the district counselor office, the Pike County Counseling Center (social worker) and administrator's office.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs in violation of this policy, the students will be suspended for a period of up to ten days for the first offense. In addition, parents and juvenile authorities, and police shall be notified promptly. In all cases, parent's cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be disclosed to the proper authorities for prosecution. Offenders may be recommended to the School Board for expulsion. Compliance with the District's drug policy is mandatory.

### **SMOKING**

No smoking or smokeless tobacco by students or staff is permitted at school, on the school grounds, or at school sponsored events. Students caught with tobacco, smokeless tobacco, lighter, or matches in their possession will have these items taken away from them. Smoking or the use of smokeless tobacco on school grounds or in school buildings will result in suspension.

### **ELECTRONIC COMMUNICATIONS/EQUIPMENT**

In accordance with the Illinois School Code, students should not possess or use cell phones or pagers at school. They may be left in the office for pick up at the end of the day, OR students are requested to turn phones off and leave them in their lockers or their vehicles during the day. If a student has a cell phone

in class, the teacher will take that phone to the office, and the student may pick up the phone at the end of the day on the first offense. The second time a student's phone is brought to the office, the phone will be left in the office for a week. The third offense will result in the phone being left in the office until the end of the school year. Any music equipment or players should be left in the student's locker for use only after classes are dismissed for the day. If a teacher takes the equipment from the student, the process will be the same as the cell phone process for recovery.

## **COLLECTION OF MONEY FROM STUDENTS**

Money should not be collected for any purpose without approval of the principal. Gifts for departing students, sponsors, coaches, etc. must be approved before any collections are permitted.

**All money to be collected for any purpose must go through the office personnel for the issue of a receipt. No coaches, students, or personnel with the exception of the appropriate office personnel shall collect or otherwise handle any money directly paid from students or parents.**

## **REPORT CARDS**

### **Elementary Grades**

Reports showing the teachers evaluation of each student's work are made periodically throughout the semester. After parents have carefully examined the report card, it should be signed and returned to the teacher promptly. Students in grades 2 through 12 will receive computer-generated report cards. Special education students shall receive goal progress sheets along with report cards.

No letter grades will be given the first 9 weeks in kindergarten. In place of letter grades, a report of progress will be given. Midterm reports will be given for each student in grades 1-8. The grading scale used for grades 1-8 is:

|          |   |
|----------|---|
| 94 - 100 | A |
| 87-93    | B |
| 78-86    | C |
| 70-77    | D |
| Below 70 | F |

Kindergarten is rated using Satisfactory/Unsatisfactory.

In the elementary grades, subjects are graded as follows:

Grade 1 - All subjects are graded S/U the first nine weeks. After that, letter grades are earned for Reading, Language, Phonics, Spelling, and Math. Science, Social Studies, Health, and Handwriting are graded S/U.

Grade 2 – Handwriting is graded S/U. Letter grades are earned for Reading, Math, Phonics, Spelling, Language, Science, and Social Studies. Science and Social Studies are studied for one semester each. Other subjects are studied the entire year.

Grade 3 – All subjects receive letter grades.

Grade 4 – All subjects receive letter grades.

The teachers welcome conferences with parents to discuss a child's progress. Please call the teacher and arrange a convenient time for a conference, or send a note with your child. A formal Parent/Teacher conference is held in the fall and again in the spring for grades K-12, and parents are urged to attend.

### **Middle School (5-8) / Senior High School**

Reports of the students work are made every nine weeks with "D" and "F" slips sent to parents after 4-1/2 weeks of each grading period. Semester grades are averaged on a 2/5 for 1st nine weeks, 2/5 for 2nd nine weeks, and 1/5 semester exam for high school students.

Grade point averages will be calculated at the end of each semester to determine the student's class rank using semester grades for all classes. The following scale will be used for calculating grade point averages:

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0.0

A weighted grading scale has been approved by the Board of Education for the following classes: Biology II, Environmental Biology, Physics, Chemistry I & II, Calculus, College English, Spanish III & IV, and Pre-Calculus, Statistics/Discrete Math. Grade points earned in these classes will be as follows:

A = 5.0                  B = 4.0                  C = 3.0

Semester grades that fall below "C" for these classes will no longer be weighted. Point values for C- and lower will be same as all other classes.

## **HONOR ROLL**

### **High School Honor Roll:**

To be placed on the Honor Roll, a student must have a 3.5 G.P.A. or better for each nine weeks or semester it is figured. The honor roll is figured using the same scale used for figuring the G.P.A. Students with an A in all subjects will be placed on the High Honor Roll for the nine weeks or semester.

### **Middle School Honor Roll:**

High Honors: Straight A's in all subjects (4.0 average)  
Honor Roll: 3.2 and above (all A and B grades in core classes)

### **Elementary School Honor Roll:**

High Honors: Straight A's in all subjects (4.0 average)  
Honor Roll: 3.2 and above (all A and B grades in core classes)

## **GRADING SCALE FOR ELEMENTARY, JUNIOR/SENIOR HIGH SCHOOL**

|                 |                      |
|-----------------|----------------------|
| A = 94-100      | <b>CONDUCT GRADE</b> |
| B = 87-93       | E = Excellent        |
| C = 77-86       | S = Satisfactory     |
| D = 70-76       | U = Unsatisfactory   |
| F = 69 or below |                      |

A plus or minus may appear on the report card, but plus or minus will not be used to calculate G.P.A.

Elementary physical education, music, band, and junior high fine arts class will not be used to figure honor roll.

**High School Semester Exam Policy:** Students in all classes may be excused for semester tests if they have one or no excused absences for the semester and they have no lower than a C class average. Any unexcused absence for even 1 class will cause the student to take the semester exam regardless of the grade earned in the class.

Students may opt to take the tests even if they are not required if they wish to attempt to raise their grade. If students do not take the test, their grade for the semester will be the average of the two quarter grades.

Students who are exempt but take the tests anyway will not have their grades lowered if they do not do well on the test.

Students who are required to take the tests and fail to do so will receive a zero grade for the semester exam, and that zero will be averaged as 20% of the final semester grade.

## **COLLEGE VISITATION**

Senior class members are allowed to take two days per year to visit a college, university or technical school of their choice. Military testing or visits count as college visits. Junior class members are allowed to take one day per year to visit a college, university or technical school of their choice. It is recommended that college visits should not take place the day before or the day after a vacation. Students are responsible for any assignments while they are absent. (THE COUNSELOR AND THE PRINCIPAL MUST PREAPPROVE THESE VISITS.)

Approval Requires:

1. A minimum of 1-week notice.
2. Signed permission from a parent.
3. Visit complete prior to May 1.
4. A maximum of two students scheduled for any one date.
5. Verification from college or absence is unexcused.
6. Students must be academically eligible to take a college day.
7. Failure to follow guidelines results in loss of future college days.

## **ACADEMIC REQUIREMENTS FOR PROMOTION FROM THE MIDDLE SCHOOL**

Students must be passing 4 of the 5 core academic classes at the end of each of the 7<sup>th</sup> and 8<sup>th</sup> grade years to be promoted to the next grade level. Students failing 2 or more of the 5 core academic classes will be retained. The five core academic classes are as following: Language Arts, Reading, Math, History/Geography and Science.

Students in grades 7 and 8 must pass 4 of 4 semesters of physical education to be promoted to the next grade level.

## ACADEMIC REQUIREMENTS FOR GRADUATION

Thirty (30) units are required for graduation. Each student is required to register for eight courses per semester unless special arrangements are made with the administration

**FINE ARTS CLASS:** Chorus, Art, Spanish, Speech.

Book phase of Drivers Education class must be taken for graduation per state law.  
Office help is restricted to juniors and seniors with above average attendance.

### ALL GRIGGSVILLE/PERRY HIGH SCHOOL GRADUATES MUST MEET THE FOLLOWING REQUIREMENTS:

|  |                    |
|--|--------------------|
| English  | 4                  |
| Math   | 3                  |
| Science (1 may be agriculture science)                     | 3                  |
| Social Studies (1 must be American History)                | 3                  |
| Health   | 1/2                |
| Resource Management (unless proficiency<br>test is passed) | 1/2                |
| P.E.   | 4                  |
| Fine Arts/Foreign Language                                 | 2                  |
| Vocational Education                                       | 1                  |
| Freshman Seminar   | 1                  |
| Senior Problems  | 1/2                |
| Speech   | 1 semester minimum |

College bound students should check with our High School Guidance Counselor on the specific graduation requirements.

### FRESHMAN YEAR COURSES

Each freshman is required to take the following courses:

LITERATURE 1, COMPOSITION 1 (required by law)  
 PRE-ALGEBRA , ALGEBRA I, GEOMETRY (required by Board of Education)  
 PHYSICAL EDUCATION (required by law)  
 INTRODUCTION TO PHYSICS/CHEMISTRY  
 FRESHMAN SEMINAR

Any of the following courses may be selected to complete the eight subjects required. Subjects selected should depend upon the goals of the students after graduation. **ONE unit of credit -**

|  |                 |
|--|-----------------|
| SPANISH I                                  | ART I           |
| INTRODUCTION TO AGRICULTURE INDUSTRIES     | SPEECH          |
| SUPERVISED AGRICULTURAL EXPERIENCE (SAE) I | WORLD GEOGRAPHY |
| CIVICS                                     |                 |

## CHORUS

## BUSINESS ORIENTATION

ONE-HALF unit of credit - SEMESTER COURSES:

DRIVER EDUCATION

INTRO. TO FAMILY/CONSUMER SCIENCE  
FOODS 1**SOPHOMORE YEAR COURSES**

Each sophomore is required to take the following courses:

COMPOSITION 2, LITERATURE 2 (required by law)

PHYSICAL EDUCATION (required by law)

MATH

HEALTH

SCIENCE

Any of the following courses may be selected to complete the eight subject requirement. Subjects selected should depend upon the goals of the students after graduation. **ONE unit of credit -**

BASIC AGRICULTURE SCIENCE

GEOMETRY

INTRODUCTION TO THE AGRICULTURE INDUSTRIES

BIOLOGICAL SCIENCE APPLICATIONS IN AGRICULTURE (BSAA)

SUPERVISED AGRICULTURAL EXPERIENCE (SAE) I

ALGEBRA I or II

ADVANCED BIOLOGY

ART I or II

CHORUS

BIOLOGY II

CIVICS

SPANISH I or II

INTRO. TO HEALTH OCC.

ALGEBRA II (GEOMETRY REQ.)

CHEMISTRY (PREREQ ALG. I -PRIOR OR CONCURRENT)

SPEECH

BUSINESS ORIENTATION

ONE-HALF unit of credit - SEMESTER COURSES:

DRIVER EDUCATION

WORLD HISTORY

FOODS II,III

**JUNIOR YEAR COURSES**

Each junior is required to take the following courses:

MATH

LITERATURE 3, COMPOSITION 3

AMERICAN HISTORY

PHYSICAL EDUCATION

SCIENCE

Any of the following courses may be selected to complete the eight subject requirements. Subjects selected should depend upon the goals of the student after graduation.

ART I or II or III

AGRIC. MECH.

GEOMETRY

WORLD GEOGRAPHY

CIVICS

ALGEBRA I, II

BASIC AGRICULTURE SCIENCE

SPANISH I or II  
 CHEMISTRY I OR II(ALG. II REQ.)  
 JOURNALISM I  
 BIOLOGY II  
 HORTICULTURE PRODUCTION AND MANGEMENT  
 BIOLOGICAL SCIENCE APPLICATIONS IN AGRICULTURE (BSAA)  
 GREENHOUSE PRODUCTION AND FLORAL DESIGN (GREENHOUSE MGT)  
 AGRICULTURE BUSINESS MANGEMENT  
 AGRICULTURAL CONRUCTION AND TECHNOLOGY (AG CONSTRUCTION)  
 AGRICULTURAL MECHANICS AND TECNOLOGY (AG MECHANICS)  
 SUPERVISED AGRICULTURAL EXPERIENCE (SAE) II  
 COLLEGE ALG. & TRIG. (ALG. II REQ.)  
 CHORUS

WORLD GEOGRAPHY  
 ACCOUNTING 1  
 CNA – HEALTH OCCUPATIONS  
 SPEECH  
 WEB

ENVIRONMENTAL SCIENCE

ONE-HALF unit of credit -- SEMESTER COURSES

SOCIOLOGY  
 PSYCHOLOGY

FOODS & NUTRITION II, III  
 WORLD HISTORY

### SENIOR YEAR COURSES

Each senior is required to take the following courses:

COLLEGE ENGLISH OR ENGLISH 4  
 RESOURCE MANAGEMENT (1/2 CREDIT) or pass test  
 SENIOR PROBLEMS (1/2 CREDIT) (includes Constitution tests)  
 PHYSICAL EDUCATION  
 MATH or SCIENCE (if necessary)

Any of the following courses may be selected to complete the eight subject requirements. Subject selected should depend upon the goals of the student after graduation.

ONE unit of credit:

BIOLOGY II  
 WORLD GEOGRAPHY  
 PHYSICS (ALG II, PL. GEOM & CHEMISTRY REQ.)  
 HORTICULTURE PRODUCTION AND MANAGEMENT  
 ALGEBRA I or II  
 CHEMISTRY I OR II(ALG. II REQ.)  
 SPANISH I, II or III  
 INTRO TO CALCULUS  
 BIOLOGICAL SCIENCE APPLICATIONS IN AGRICULTURE (BSAA)  
 BASIC AGRICULTURAL SCIENCE  
 GREENHOUSE PRODUCTION AND FLORAL DESIGN (GREENHOUSE MGT.)  
 AGRICULTURAL BUSINESS MANGEMENT  
 AGRICULTURAL CONSTRUCTION AND TECHNOLOGY (AG CONSTRUCTION)  
 AGRICULTURAL MECHANICS AND TECHNOLGY (AG MECHANICS)  
 SUPERVISED AGRICULTURAL EXPERIENCE (SAE) II  
 DISCRETE MATH/STATISTICS

GEOMETRY  
 ART I, II, III, or IV  
 JOURNALISM I OR II  
 MATH IV  
 ACCOUNTING 1  
 ENVIRONMENTAL SCIENCE

|   |                       |
|---|-----------------------|
| CHORUS                                      | SPEECH                |
| WEB   | COMPUTER APPLICATIONS |
| HEALTH OCCUPATIONS – C.N.A.                 |                       |
| ONE-HALF unit of credit - semester courses: |                       |
| FOODS & NUTRITION II & III                  |                       |
| SOCIOLOGY                                   | PSYCHOLOGY            |

### **CORRESPONDENCE POLICY**

The Superintendent and Principal may approve a maximum of two credits through correspondence, night classes, or summer school from accredited institutions. The Superintendent and Principal must approve course content, institution where taken and all other factors insuring proper credit is earned. Approval to be granted in hardship situations or when other extenuating circumstances occur. This policy is not to be used solely for the purpose of facilitating early graduation. All correspondence coursework must be completed by May 1 of the school year in order to gain graduation credit.

### **COUNSELING AND GUIDANCE**

A program of comprehensive guidance services involves the dissemination and utilization of educational, occupational, and personal-social information that enables an individual to have a more perceptive understanding of himself/herself in relationship to his/her environment. A guidance program should thus be established with the objective of recognizing the personal worth and dignity of each individual student.

Guidance services are recognized as an integral and significant part of the total education program. It is a process whereby an individual is assisted by a counselor in an effort to resolve his/her concerns and develop better understanding of himself/herself. The counselor is a trained professional whose function is to assist the individual in the quest. It is the function of the Griggsville/Perry High School Guidance Program to work with the student's concerns; educational and personal-social.

The Counselor coordinates all of the National Testing Program in the High School. These include the following:

|         |   |
|---------|---|
| EXPLORE | Practice test to prepare freshman students for ACT as juniors |
| PLAN    | Practice test for the ACT—all sophomores                      |
| PSAT    | Preliminary Scholastic Achievement Test                       |
| ACT     | American College Test   |
| SAT     | Scholastic Achievement Test                                   |

Arrangements can be made to take the CLEP test for students entering college and wanting to obtain college credit through testing.

All of the scholarships and grants for further study after high school are handled through the guidance office. All pre-college students consider applying for the State Grant from the ISSC, the Illinois State Scholarship Commission, and the Federal Grant, The Basic Educational Opportunity Grant or Pell Grant. The counselor will help in filling out these applications when necessary. Many scholarships are available for further study and the counselor will assist students in applying for them.

Students should make arrangements for their college visits through the guidance office. Curriculum planning for all four years of high school is available on a one-to-one basis through the guidance office. Time for exploring careers is also available in this manner. Throughout the year, the counselor may work with small groups on career information. For those students entering the job market after high school, information on possible jobs is available.

At all times, the office is open for those students in need of personal counseling while coping with emotional problems.

### **SOCIAL WORKER**

The school provides Social Services and other types of counseling. The counselor will assist the student in making decisions and planning for his/her future.

A letter concerning Medicaid reimbursement may be sent to the parent if a situation concerning Medicaid arises. It concerns the district being able to apply for additional Federal funds. The application does not affect or have any impact upon the ability of the family receiving any Medicaid funding.

### **TITLE I - DEVELOPMENTAL READING AND MATH**

A yearly federal grant is written for Title I. The students served are outlined in the grant. The program is written for reading, math, and language arts instruction to help students who need a little extra help. Students are placed into the program on the basis of Stanford Achievement scores, IGAP scores, teacher recommendation, and/or other criteria. Computers and supplementary materials are used for some instruction. The program is correlated with classroom instruction. Grades may be given to students. A parent advisory council (PAC) is made up of the teacher and parents of children in the program. The PAC meets one or more times a year and helps make suggestions for the program.

### **GIFTED EDUCATION**

Griggsville/Perry CUSD #4 is dedicated to each learner as an individual with his/her own unique factors of personality and intellect. The learning process should therefore be an active program designed to meet the needs of each individual.

This comprehensive plan is designed to meet the unique needs of the gifted and talented learners to more fully develop their potential as individuals and contributing members of society. These goals will be met through a diversified approach to teaching and learning which may include differentiated instruction, individual enrichment, and curriculum compacting.

## **PHYSICAL EDUCATION**

Physical Education consists of individual as well as team sports. Excuses should be brought from the doctor if the child is to be excused from P.E. Girls and boys, grades K-4 must wear tennis shoes. Shoes worn during P.E. may not be the same ones that are worn as street shoes. Some of the typical activities that are offered are rhythms of various kinds, movement experience, soccer, body mechanics, and a variety of recreational games. Grades are given at the end of each nine weeks. Students 6-12 must wear P.E. shorts & shirt and have a pair of gym shoes that are not worn as street shoes.

## **ELEMENTARY ART**

Art is offered to elementary/middle school students as a separate class. Students enjoy completing various art projects correlated with their regular classroom projects. Students will earn separate grades for art.

## **ELEMENTARY MUSIC**

From the first through fifth grades, all students will participate in Vocal Music classes. This class includes the study of music as well as development of individual singing voices. Beginning band is offered in 5th grade. Students in grades K-5 are requested to participate in and attend the winter program.

## **SPECIAL EDUCATION**

Griggsville/Perry School Unit #4 is a member of the Four Rivers Special Education District. The home office is located at 936 West Michigan Avenue, Jacksonville, IL 62650. The district includes Pike and six other surrounding counties. Griggsville/Perry School Unit #4 has the following in-house special education programs: Learning Disabilities K-12; Cross Categorical K-4, 5-8, 9-12; Behavior Disorders K-4, 5-8; and Speech Therapy. Students may be placed in these classes only after tests have been administered. Placement is then determined based upon test results and the joint decision of the team consisting of school psychologist, nurse, social worker, administrator, parents, special education teacher, and regular classroom teachers. A new Individual Education Plan is set on a yearly basis through IEP meetings for each student. Students are re-evaluated each three years following parental permission.

## **SPEECH AND LANGUAGE SERVICES**

Speech and language services are available to any students in the district. Please contact the speech teacher for more information if you have concerns about articulation, voice, language or fluency

## **KINDERGARTEN**

Each spring, a day is set for registration of all children who expect to attend kindergarten the following September. This child must be five years old by September 1, but is not REQUIRED to enter at this age if immaturity is shown. A physical and immunizations updated are required by the State of Illinois for kindergarten students. Parent/Teacher conferences are held in the fall and again in the spring. Reports are sent home at the end of each semester. Parents are urged to visit the class. Rugs, boots, sweaters, etc, must be labeled with the child's name. Students should come dressed to spend 15 minutes outside (including boots). Written excuses for absences and tardiness are required.

## **SERVICES**

### **BOOK FEE SYSTEM**

Griggsville/Perry Community Unit #4, under the authority of the Board of Education, operates a book fee system for textbooks in all grades. Under this plan, textbooks are provided for a fee of \$60 for 9-12 and \$45 for K-8, which is approximately one-fourth of the cost of the books. In requesting book privileges, parents agree to accept the responsibility to the extent of the value of the books damaged or carelessly used by their children. Textbooks and workbooks are included in the book fees. Paper and other supplies are not included. There is an additional \$15 shop fee for high school students taking agriculture classes.

Book fees are expected to be paid at the beginning of school for all students. If this is not possible, parents should contact the school office for payment plan options.

Students who qualify may receive free textbooks by having their parents fill out the appropriate forms and having these forms reviewed by the Board of Education. **THE ABOVE PROCEDURE MUST BE FOLLOWED BEFORE THE BOOK FEE WILL BE WAIVED.** Forms are available in the school offices upon request.

### **ACTIVITY FEE:**

There is an activity fee for all students K-12. The fee is \$20 for grades K-8 and \$25 for grades 9-12. These fees go toward transportation costs for field trips, assembly costs for students, guest speakers, and each student receives an all-sports pass for all regularly scheduled home contests in the district. When shown at the door of the middle school or high school, the pass allows the student free admission for the competition. It does not allow for free admission to any tournaments or post-season competitions. There are no waivers for the activity fee. All students will pay the fee if they wish to participate in special activities such as field trips, assemblies, etc.

### **PARTICIPATION FEE:**

Each student participating in athletics will be assessed a participation fee. At the junior high school, the one-time fee is \$30 per individual student. At the high school, the participation fee is a one-time fee of \$50 per individual student. These fees must be paid **in the school office** before participating in **any** athletic activity—coop or locally administered. For all activities, all money must be paid for up-front before students may participate. No uniforms, etc. will be received until all money has been paid.

### **INSURANCE PROGRAM**

A low cost accident policy is offered to all students. This is a limited policy with definite indemnities set for each type of injury. Please understand that neither the school nor anyone connected with the school will profit in any way from the insurance. Enrollment forms are available upon request in the school offices.

### **TRANSPORTATION**

Drivers will assign seats on the bus and the students designated must use these seats. Drivers are instructed to report any student who does not behave properly on the bus. Repeated misbehavior may result in the transportation privileges being withdrawn.

## BUS CONDUCT

1. Each student will be given one warning. The student will be brought to the office on the second violation where he could receive a one-week suspension from the bus.
2. The third violation could result in a two-week suspension from the bus.
3. A fourth violation will result in a one-month suspension from the bus.
4. Video cameras may be used on the buses to monitor conduct.

## LOCKERS

Each pupil has been assigned a locker without cost (unless damaged) where all belongings are to be kept. High school students will be charged \$15.00 for any damaged or missing locks/lockers. Lock on lockers must be original lock. Lockers are to be locked at all times to protect property. It is suggested that Middle School students provide their own locks for the hall locker. Students must keep valuables in lockers. The school will have little sympathy with lost property that was made readily accessible. Students should not bring large sums of money to school. Combination locks are issued for PE lockers at an annual rental of \$5.00. These lockers should be locked at all times. **LOCKERS ARE THE PROPERTY OF THE SCHOOL DISTRICT WHICH RESERVES THE RIGHT TO SEARCH ANY OR ALL LOCKERS AT ANY TIME WITH/WITHOUT THE STUDENT'S KNOWLEDGE AND/OR PRESENCE.** All lockers must be kept neat and orderly enough that the locker door can be kept closed when not accessed by the student. This is for safety as well as neatness in the hallways. If the locker is not kept in the proper manner, the student will be instructed to clean the locker either before school, at noon or after school. In other words, **on the student's free time**, not instructional time.

## CAFETERIA

The cafeteria is maintained for the convenience of the students. The cost of meals are as follows:

|           |             |        |
|-----------|-------------|--------|
| Lunch     | grades K-4  | \$1.75 |
|           | grades 5-12 | \$2.00 |
|           | adults      | \$2.50 |
| Breakfast |             | \$1.25 |
| Milk      |             | \$ .30 |

**STUDENTS WILL BE ALLOWED \$13.75 IN LUNCH AND BREAKFAST CHARGES. AFTER THE \$13.75 CHARGE, STUDENTS WILL NOT BE ALLOWED TO CHARGE UNTIL PREVIOUS CHARGES ARE PAID. STUDENTS WHO HAVE NOT PAID UP LUNCH CHARGES FROM THE PREVIOUS YEAR MUST BRING SACK LUNCH UNTIL THE PREVIOUS YEAR'S BILL IS PAID.**

**School lunch is served with choice of white or chocolate milk. Juice may be substituted for the milk only after receipt of a physician request due to a milk allergy or intolerance.**

High school students may pay for their meals in the cafeteria before school or in the school office. Middle school students may pay their lunch money to the lunchroom supervisor or in the office. Elementary money will be collected before school in the cafeteria. Parents are encouraged to complete free/reduced lunch applications and to take advantage of this service.

Students who bring their lunch must eat in the cafeteria. Lunch count is taken during the first period each day. Bread is available to those who purchase a meal.

### **CAFETERIA RULES CONCERNING FOOD AND GOING HOME**

- 1) Food brought to school for lunch is to be eaten only in the cafeteria. Soda is not to be brought with sack lunches. Milk may be purchased to supplement a lunch from home.
- 2) No food is to be carried from the cafeteria to be eaten in gym or elsewhere.
- 3) All Griggsville/Perry schools have a closed campus at lunch time. No food is allowed in the lockers except for a student's lunch box.
- 4) K-12 students are to stay at school to eat lunch unless they have special permission from their parents to go home to eat. This must be cleared through the office before permission is granted.
- 5) Pupils are not to run in the cafeteria or move ahead of other pupils in the cafeteria line.
- 6) Each person must place, not throw, his/her trash into the trash containers.
- 7) Good table manners are expected at all times. Students are also expected to keep an atmosphere of some quietness in the lunchroom by talking to those next to them and not yelling at other students not next to them.
- 8) Students must not play with salt, pepper, ketchup, mustard, or any containers or they will lose the privilege of having them on the tables.
- 9) Plates/trays are not to be returned to the window until serving has been completed and the cooks are ready for them.
- 10) The lunch duty person usually has some system for dismissal from the lunchroom.
- 11) **All cafeteria personnel should be answered, obeyed and treated with courtesy and respect.**
- 12) No food in home rooms and classrooms unless scheduled ahead of time as a special treat or incentive.
- 13) Carry-out orders will not be accepted at school.

THE SCHOOL LUNCH PROGRAM WILL BE PROVIDED FOR AND SERVED DAILY. THE PRIVILEGE OF EATING IN THE SCHOOL PROGRAM COMES WITH THE RESPONSIBILITY OF THE STUDENT TO CONDUCT HIMSELF/HERSELF IN AN ACCEPTABLE MANNER

### **LIBRARY SERVICES**

Our library is a great source for classic fiction and a good source for most term paper topics, but when we can't provide materials locally, our membership with the Alliance Library System can give patrons accessibility to almost anything. Each reader can help the library to give good service by observing the regulations which are made for the general good; by returning books or other printed material on time; and by making a record of the book taken from the room.

### **LIBRARY RULES**

The library is not a place to socialize. Rather, its purpose is to provide reading and research materials. Therefore, the following rules will be enforced:

#### **SIGNING OUT FROM HOMEROOM**

1. No more than two students are to sign out of study hall or homeroom to the library at once.
2. You are allowed only 10 minutes to browse.
3. If needing more than the 10 minute limit, present a pass to the study hall or homeroom teacher from the teacher for whom you are doing research or for whom you are using the computer, then bring the pass to the library with you.

### HOW TO CHECK OUT MATERIAL

1. All materials, except encyclopedias and magazines, are checked out for two weeks. Encyclopedias are checked out for over night usage only. Magazines are not checked out.
2. Be sure to follow check-out procedure for the library you are using.
3. Do not re-shelve materials.
4. Overdue fines apply to all materials at the rate of \$.10 per school day.

### COMPUTER LAB RULES

1. The use of the Districts electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
2. No food, gum, or drink in the computer lab.
3. Do not attempt to enter files of others.
4. Do not share passwords.
5. Students who attempt to enter restricted areas on the computer programs or does not follow the instructions of the lab supervisor may have computer privileges removed.
6. Always log out--do not leave open files on the network.
7. Students must be supervised by an adult in the lab at all times. (Teachers are responsible for supervision.)
8. Students in the Middle School must be supervised at all times while in the lab.
9. Access to Internet is to be used for research/homework purposes. E-mail and/or chat rooms are not be used unless homework/classwork related.
10. Teachers must sign up for lab use in the office.
11. At the Griggsville building, the upstairs lab is an elementary lab; therefore, no high school students are allowed in the lab while elementary or other classes use it.

### STUDY HALL/HOMEROOM POLICIES AND GUIDELINES

1. The atmosphere in the room during study hall or homeroom should be one of study; therefore, no gum, food, drink, talking without permission is allowed.
2. Passes for restroom will be issued only for emergency uses. There will be a special pass used for restroom purposes. At the high school, a student's signed planner may serve as a restroom pass.
3. Passes can be issued by the study hall or homeroom teacher to the library for individual days or times. Pass procedure: All students must arrive to study hall or homeroom with a pass already issued and signed by the teacher for the particular purpose. All students named on the pass must come to study hall or homeroom and may leave only when authorized by the study hall/homeroom teacher after roll is completed, etc.
4. No locker passes will be given by the study hall or homeroom teachers.
5. All students will be given an assigned seat.
6. No verbal passes will be granted to students.
7. Students who need to leave early to attend activities are allowed to do so as the schedule of events or announcements state.
8. Failure to comply with study hall or homeroom policies will result in detention after school as well as the following policies:

- A. 1st offense results in a teacher-pupil conference.
  - B. 2nd offense results in a principal-pupil conference.
  - C. 3rd offense may result in an in-school suspension (ALC).
9. All study halls and homerooms will utilize these unified policies.
10. All policies described on this sheet have the intent and purpose of providing an atmosphere where all students have the opportunity to study and reduce hallway traffic, which may be very disruptive to other classes in progress.
- 11. If a student appears on the ineligible list, no passes from homeroom or study hall will be honored except to receive direct tutoring.**

## **FIRE**

Directions for exit in case of fire are posted in each classroom. Although the buildings may seem to be fireproof, there may arise emergencies when quick exit is necessary. Fire drills will be held at irregular periods. The fire signal is the buzzer that is switched on manually. In an emergency exit from the building, one should be calm, walk, stop for no belongings and return to building only when the all clear is given. Emergency drills are also held on the school buses.

## **SAFETY**

School safety is the job of all students, faculty, and parents. Please be very alert and careful when walking around the building. Students should not walk between the buses or jaywalk to get to their automobiles. Parents can be very helpful by instructing their children to be careful and by loading and unloading their children on the "school side" of the street so students do not have to cross traffic to reach the automobiles.

## **LOST AND FOUND**

Lost articles should be reported to the office immediately. Found articles must be turned into the office. If a student finds it necessary to have a substantial sum of money at school, it is recommended that it be deposited in the office for safekeeping during the day. Please put your child's name on coats, book bags, hats, etc.

## **PERSONAL PROPERTY PROTECTION**

A student's personal property is his/her own responsibility. It is NOT ADVISABLE to:

1. Carry large sums of cash.
2. Leave lockers open or unlocked.
3. Tell others your locker combination.
4. Leave clothing, books, and other equipment in any open area unattended.
5. Leave wallets, purses, etc. on benches in locker rooms, cafeteria tables, hallway benches, etc.

IT IS ADVISABLE TO:

1. Check large sums of cash into the office if necessary to bring to school.
2. Mark equipment for easy identification.
3. Pay reasonable attention to personal property and schoolbooks assigned.

## TELEPHONE

A phone should not be used during class hours. The office phone or classroom phones should be used for **emergency calls ONLY** which will be made by teacher, secretary or principal. Students are not called to the phone unless it is an emergency, messages will be given to the students between classes, at homeroom or lunch. In order for a student to use the phone during the school day, he/she must have a permission slip (pass) from his/her teacher or the office. Cell phones are to be turned off during the school day and left either in the student's locker or vehicle.

## VISITORS

The school welcomes adult members of the community who wish to visit school. **All visitors must sign in at the office when entering the school complex.** Be advised that only certain entry doors are unlocked at each building. Check to find out which doors may be used. Visitors may be asked to present identification and are not necessarily permitted access to all students.

## BULLETIN BOARD

The bulletin board in the main hall is for school, etc., announcements. The Superintendent and/or Principal must approve all items before being placed on the board. Many bulletin board items are used to celebrate the successes of our students.

## TITLE IX - SEX DISCRIMINATION

All students have equal access to all the classes and activities of the school. No rule, whether disciplinary or otherwise, shall have as its purpose sex discrimination. The school will separate student by sex within physical education classes for participation in contact sports.

Each district has a Title IX coordinator whose purpose is hearing and reacting to any grievances or complaints concerning sex discrimination. The coordinator for Unit #4 is the Principal.

## RULES AND REGULATIONS TO GOVERN SCHOOL STUDENT RECORDS

1. The school maintains two sets of students' records: Permanent and Temporary. Permanent records consist of basic identifying information, academic transcript, attendance records, accident and health records, honors and awards received, offices held in school sponsored activities and a record of release of permanent record information. Temporary records consist of family background information, intelligence and aptitude test scores, reports on psychological evaluation, elementary and secondary achievement level test results, participation in extra-curricular activities, disciplinary information, special education file, and a record release of temporary record information.
2. Parents have the right to inspect and copy permanent and temporary records and students have the right to inspect permanent records. It is the responsibility of the parent or student to permit adequate time for school officials to safeguard records of others and insure the availability of qualified persons to assist in the discrimination of technical information.

3. Parents and students have the right to control access and release of school student records.
4. Parents may challenge the contents of the school student record by requesting a hearing in writing to the school and it shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
5. No one, other than qualified school personnel, shall have access to student records without parental consent.
6. After graduation, the school destroys the students' temporary records. Any parent or student may copy any of these records if they wish. This must be done in the three summer months prior to the opening of school.
7. Directory information is information considered to be so general and positive that it is released to the general public without parental consent. Griggsville/Perry Unit #4 considers the following to be directory information:
  - a. Identifying information; Name, address, gender, grade level, birth date and place, and parents' name and address.
  - b. Academic awards, degrees, and honors.
  - c. Information in relation to school sponsored activities, organizations and athletics.
  - d. Major field of study.
  - e. Period of attendance in school.
8. No employer may make release of any information from the student temporary record a condition of employment.
9. The parent has the right to inspect the student's record prior to transfer of the record to another school district.

### **ADMINISTRATION OF STUDENT MEDICATION**

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the education program.

If it is determined by the physician of the student that he/she must receive medication(s) at school, the procedure will be as follows:

- a) Written orders must be provided to the school from the physician by completing the "Permit for Authorized Personnel to Administer Required Medications During School Hours."
- b) The parent(s) or guardian must provide to the school a written request authorizing the administration of the prescribed medication. Completion by parent(s) or guardian of lower portion of "Permit for Authorized Personnel to Administer Required Medications During School Hours."
- c) Medications and form must be brought to school by the parent(s) or guardian. To be given either to the school nurse, the principal, or the superintendent.
- d) Medication(s) must be in the original container from the pharmacy.
- e) If a medication(s) order is changed, it is the responsibility of the parent to notify the school in writing from the physician.
- f) No over-the-counter medications will be dispensed by school personnel.

Parents are encouraged to arrange medication(s) schedules in order to avoid school time whenever possible. Check with your physician as to when medications can be given.

Parents are advised that the Griggsville/Perry C.U.S.D. #4 operates a “NIT FREE” policy for head lice. Any child found with lice or nits will be sent home until “nit free”.

### **SELF-ADMINISTRATION OF ASTHMA MEDICATION**

A student may self-administer asthma medication after a request form has been filled out by the parent and placed on file at the school.

### **IMMUNIZATION**

Illinois law requires that any student, including Pre-K, entering school in this state shall, prior to admission, be required to present to school authorities certification from a licensed physician that he/she has received adequate immunization according to the recommendation of the State Department of Health. **FAILURE TO COMPLY WITH THIS WILL RESULT IN THE STUDENT BEING UNABLE TO ATTEND SCHOOL UNTIL COMPLIANCE IS MET.** Immunizations must be completed by the first day of school or first day of attendance. This shall not apply to any child if one parent or guardian objects in writing to the school administrators regarding the immunization of this child.

### **PHYSICAL EXAM**

The law of the State of Illinois requires every Pre-K, kindergarten, sixth grade, and ninth grade student to have a physical examination within one year before entering any of the above grades. This must be completed before the student's registration is complete. Students coming from out of state must have a physical exam done in Illinois before their registration is complete. Also, students under the age of six must be screened for lead levels by your local physician or Health Service. Any student who participates in athletics must have physical exam before he/she can practice on athletic teams (this must be done each year for athletics). Required physical exams for grades Pre-K, kindergarten, sixth and ninth must be completed by the first day of school or the student may be excluded from attending school. Dental exams for kindergarten, second grade, and sixth grades and vision exams for kindergarten are now required as well.

### **INTRODUCTION TO EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in activities at Griggsville/Perry School. It is the parent's and student's right and responsibility to choose the activity or activities to be involved in. Involvement in more than one or two activities is encouraged as this helps our small school maintain various activities and provides valued diversified experience for the students

The Athletic Director and other sponsors will work to avoid conflicts between the various activities. Practice conflicts will be worked out between the sponsors. The student will not be penalized or punished due to school conflicts. Events in any activity take precedence over any practice and in addition, team participation takes precedence over most other activities with the exception of extra special events as determined by the administration.

Most of our activity time is spent after school and evenings. We strive to avoid Wednesdays as this night is reserved for religious functions. Students are to be excused on Wednesdays to attend religious instruction of their choice without penalty.

### **PARTICIPATION FEE:**

Each student participating in athletics (in-district or coop) will be assessed a participation fee. At the junior high school, the fee is \$30 as a one-time fee. At the high school, the participation fee is \$50 as a one-time participation fee.

### **EXTRACURRICULAR ACTIVITIES PURPOSES**

The School Board recognizes that student activities sponsored by the District will contribute to the leadership abilities, social well-being, self-realization, good citizenship and general growth of all students.

Student activities are defined as planned, organized and supervised activities conducted under the auspices of the District which primarily involve students in other than classroom situations. The purpose of the student activities program is to:

- provide an outlet for student interest and abilities;
- contribute to the mental, physical; and moral growth of the student;
- provide group activities;
- foster leisure-time activities.

**All money for fund raisers, shirt or uniform purchases, etc. is to be paid by students in the office for all activities; sponsors or coaches are not to collect money for anything. School office personnel will give receipts for all money collected from students.**

### **EXTRACURRICULAR STANDARDS FOR PARTICIPATION**

Student activities shall be considered an essential component of the District's instructional program. However, such activities shall not take precedence over the instructional program. Student participation in School Board approved student activities shall be contingent upon the following requirements:

1. Griggsville/Perry Community Unit #4 shall treat all persons equally without regard to race, color, creed, national origin, sex or handicaps unrelated to the function to be performed.
2. When appropriate, membership and participation shall be subject to the specific by-laws of an organization. In the case of competitive events, selection of team members or participants shall be left to the discretion of the sponsors or coaches as long as the selection criteria conforms to the District's student academic and conduct standards and such other rules and regulations that may apply. I.H.S.A. and Athletic Codes are followed by each coach.
3. All courses are used for figuring eligibility.
4. Coaches and sponsors will provide a list of organization members to all teachers when the event is in progress.
5. Possession or consumption of alcohol and/or illegal drugs at any time during an athletic or extracurricular season will result in immediate suspension from date of knowledge. Suspensions from the first offense will last 1/5 of the season (defined as 2 games for football, 6 games for all other team sports at the high school level, 2 meets for junior and senior high track, and 4 games

for all other team sports at the junior high level.) A second suspension in any school year will result in the loss of an entire season, and a third offense will result in permanent suspension for the remainder of the student's high school or junior high career. Any suspension that cannot be completed in the remainder of the season will be pro-rated and applied to the next sport season in which the student participates. For example, a six game suspension in basketball can only be served for two games. The remaining four games will be served in baseball, or an equivalent amount in the next sport of participation. Any violation that occurs outside of the regular school year will not count unless an athletic season is underway. Students are responsible for adhering to the extracurricular standards during the school year even if not participating in a recognized sport during a particular season. Athletic seasons will begin with the first official day of practice for that sport, and will conclude when all activities for that sport are completed. Activities such as baseball/softball hitting derbies, three point competitions, etc. will be considered as a game in terms of suspension. Knowledge of incidences will result from investigation by police and/or certified staff, including self-implication by students during class discussion. Athletic Code and IHSA codes are strictly followed.

6. Written permission must be given by the parent/guardian for the student's participation, giving the District full waiver of responsibility of the risks involved.
7. A physical examination of the student must be given by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation shall be submitted to the District.
8. The student must show proof of accident insurance coverage - either by a policy purchased through the District's school insurance plan or a parent/guardian statement to the effect that the student is covered under a family insurance plan.
9. The student must have a medical release statement from a physician after injury.
10. Student participation in activities is also subject to other standards for participation as may be determined by the School Board.
11. A student must pass all classes the previous semester in order to participate in a given semester.

Any student who cannot maintain the standards for participation listed above shall be considered ineligible to participate in student activities. The Principal shall be responsible for developing a list of ineligible students each grading period and shall see that the standards for participation are enforced.  
**(Board Policy #680)**

## **ELIGIBILITY-EXTRACURRICULAR-JUNIOR & SENIOR HIGH SCHOOL**

### **Junior High School:**

1. Students shall be enrolled in grades six through eight and shall not have passed eighth grade standing.
2. A student shall be doing passing work in all school subjects as determined by the local school district and certified by the school.
3. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday.
4. Grades shall be accumulative for the school's grading period.
5. Students owing money for fundraisers or not turning in uniforms, etc. are ineligible for field trips or activities of the school.

**Senior High School: I.H.S.A. guidelines are strictly adhered to and followed:**

1. Student shall be doing passing work in at least twenty (20) credit hours of high school work per week and be passing all subjects taking per week.
2. Student shall, unless they are entering high school for the first time, have credit on the school records for twenty (20) credit hours of high school work (equals 5 semester hours of Griggsville/Perry credit) for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.
3. Student shall not have graduated from any four-year high school or its equivalent.
4. Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
5. Work taken in junior college, college, university, or by correspondence may be accepted toward meeting these requirements provided it is granted credit toward graduation from high school by the local Board of Education.
6. Students owing money for fundraisers or not turning in uniforms, etc. are ineligible for field trips or activities of the school.

**EXTRACURRICULAR ACTIVITIES - SCHEDULING**

The Principal shall be responsible for the scheduling and announcing of extracurricular activities for students. The Principal may schedule a school activity as he/she deems appropriate with the following exceptions to be observed:

1. It is recommended that no student activities for grades K-9 after 6:00 p.m. shall be held on Wednesdays.
2. It is recommended that no athletic contests, games, concerts, plays, musicals or other events involving an audience shall be held on Wednesday evenings.
3. Athletic Directors will assist with the scheduling of all athletic events.

The District will continue to be sensitive to Wednesday evening activities and the Principal shall avoid scheduling Wednesday evening activities unless circumstances deem otherwise.

**DRIVING TO AND FROM A SCHOOL SPONSORED ACTIVITY**

Students should plan to travel to a school sponsored activity with the team or group and sponsor or coach. This is essential. If a student or participant wants to return with their parents only, the parent must sign their student out with the coach or sponsor at the event indicating that their child is going home with them. It is understood a coach or sponsor does not have to honor their request.

**SADD - STUDENTS AGAINST DESTRUCTIVE DECISIONS**

Membership is open to all high school students who accept these goals:

1. To end underage drinking, drinking and driving, and drug use.
2. To not ride with a driver who has been drinking or using drugs.
3. To help others do the same.

## **NATIONAL HONOR SOCIETY**

The Griggsville/Perry Chapter of the National Honor Society is an elite organization of students exhibiting the highest qualities of scholarship, leadership, character, and service. In order to be considered for membership, a student must maintain a cumulative GPA of 3.7 (no rounding) or above by the end of his/her fifth semester. Potential candidates must be enrolled in or have completed two high school weighted classes. Only Juniors and Seniors are eligible for possible membership. Candidates who qualify academically are notified during their sixth semester usually in April. These candidates then, if interested, submit a completed Student Activity Form to the National Honor Society Faculty Council, a panel of five high school teachers. The Council carefully reviews the Forms and selects those candidates whom it feels meet the high standards for National Honor Society. A formal induction is usually in May for newly selected members.

In order to remain a member each year all NHS members are required to participate in one hour of non-profit, community service activities per each school year month for a total of nine community service hours. Also, members must maintain a 3.7 GPA and adhere to standards set up by the society. If a member's GPA should fall below the required 3.7 standard, the member will receive a letter of academic probation which will allow the student one semester to regain academic status. At the end of the semester, if the member has not regained academic status, he/she will be permanently dismissed.

Plagiarism, cheating, and flagrant violation of school rules are grounds for dismissal. Other reasons for permanent dismissal are excessive school absences, tardies, detentions, and suspensions. Also, any member involved in, and ticketed for, the violation of a civil law will be dismissed. However, no member will be dismissed without having an opportunity to appear before the NHS Faculty Council.

## **RULES CONCERNING MEMBERSHIP IN CLASS ORGANIZATIONS**

1. Students are not required to be in class organizations. Membership is voluntary, but members are expected to pay dues, attend meetings and participate in moneymaking activities.
2. Students not paying dues, failing to attend meetings, or failing to participate in class activities will be dropped from the organization and will not be allowed to participate in class activities such as the senior class trip.
3. Any student dropped from the organization may be re-admitted when back dues and other obligations are met.
4. Each class may have their own constitution that must be followed.

## **HIGH SCHOOL CLASS MEMBERSHIP**

Season: Entire school year. In order to stay a member of a High School class in good standing, a student must:

1. Pay dues as set by each class.
2. Participate in activities connected with each class.
3. Behave at meetings and activities.
4. Attend school on a regular basis - no truancy.
5. Follow guidelines/constitution as may be set by each class organization.

**SENIOR CLASS TRIP WILL BE EARNED BY SENIORS WHO:**

1. Are paid class members at the end of each school year.
2. Will definitely be graduating.
3. Are eligible in every subject the week prior to and at the time of the trip.
4. The Principal and Sponsor will confer regarding issues that could prevent a student from attending the senior trip (such as behavior, attendance, etc.). Absences greater than 10 days will be reviewed; however, more than 10 days absence will jeopardize eligibility for the trip.
5. Dues that are paid become the property of the class and are non-refundable.

**ORGANIZATIONAL TRIPS**

The Superintendent must approve all organizational trips, and the organizations must pay all expenses. Guidelines for contests: Music, FHA, Speech, the school pays only entry fees and transportation. Students must be academically eligible at the time of the trip.

**F.F.A.**

1. Dues must be paid each year in September by the deadline date.
2. Members must be enrolled in an Agriculture class. Graduates may retain membership for 3 years following graduation.
3. Chapter officers are elected in May. Greenhand officers are elected in September.
4. All officers must pass every class each 9-weeks and/or semester grading period. Receiving an F in these time periods will result in immediate termination from office and the remaining officers will select a replacement for the remainder of the year.
5. With the exception of first year members, most chapter awards are determined in a time period from banquet to banquet each year. The banquet is usually held in late April.
6. Members representing the FFA at contests or other activities will be determined at least one week prior to the event. Contest participants will be determined by interest level, skill and usually a chapter contest. Numerous contest opportunities are provided each year.
7. Academic eligibility will conform with school policy.
8. The officers and advisor shall rule on any questionable policy.

**SCIENCE CLUB**

1. Membership is open to all high school students who are currently enrolled in a science class.
2. Meetings will be held once a month during homeroom and evenings.
3. Members must be academically eligible in all classes to participate in an activity.

**HIGH SCHOOL SPEECH TEAM**

Season: Mid-December through February.

1. Tryouts for the team will take place in December prior to the competitive season for that school year. Freshman-Senior students may tryout.
2. All members are expected to participate in each of four or more tournaments.
3. Practices will be arranged individually with each student.
4. Students with unexcused absences from practice or contests will be dropped from the team.

## **JUNIOR HIGH SPEECH**

Season: First day of practice until contests have been completed. Participants may not go to contest if carrying a failing grade the day before contest.

1. Must memorize a speech.
2. Attend scheduled practices. Two practices missed (unexcused) then student is dropped from contest.
3. Speech contest is usually the first Saturday in November. There is only one competition.

## **SCHOLASTIC BOWL JUNIOR/SENIOR HIGH**

Season Starts: Starts at first practice and ends when we lose in post-season play.

1. Be on time for practice. Let coach know personally if you are unable to attend or will be late.
2. All practices, except holidays, or other school excused activities, are mandatory.
3. Three excused absences are allowed from practice. After three, there will be a conference between the coach and the student to set priorities.
4. Students with two unexcused absences from practice or matches will be dropped from the team.
5. You are responsible for learning the material assigned to you. Students who are not willing to learn their study materials and prepare for the matches are not needed.
6. Good grades are top priority. If you have trouble in a subject, ask for help early. Do not wait until the end of a quarter. Grades are checked weekly, you must be passing to participate in a match.
7. At all times, show respect to your coach, stats, officials, opponents, and your teammates. Remember that we are all working to be the best that we are capable of becoming.
8. All students are to ride to the match on the bus. Students must also return on the bus unless riding home with a parent/guardian. Coach must be informed by parent/guardian before leaving.
9. At all matches, sit together as a team, encourage teammates and be a good representative of Griggsville/Perry High School and Griggsville-Perry Middle School. No foul language is allowed.

## **DRAMA CLUB**

One show runs two months.

1. Membership is open to all high school students.
2. To maintain membership, students must attend meetings, help with set building, program design, hold an office, be a cast member, and work on sets.
3. Students not fulfilling the minimum points requirement will be dropped from the membership.
4. All members are expected to participate in the main production of the school year.

## **HIGH SCHOOL CHORUS**

High school chorus is offered during school hours for a grade. There is no required audition to participate, but there may be a voice placement test at the beginning of the year. It is open to 9th-12th graders. Attendance at the Christmas and Pops Concert is mandatory. A student may elect to audition for All District Chorus in October and participate in solo and ensemble contest in March. If the chorus goes to organizational contest, that too, is mandatory. All High School Chorus members are required to attend the Pike County Choral Festival. Seniors may elect to prepare music for graduation. Chorus and Band members will be given first opportunity at it.

## HONORS AND AWARDS

### \*\*\*HIGH SCHOOL\*\*\*

A student must be in attendance at the Griggsville/Perry School for a period of not less than two years to be eligible for any scholastic awards given at graduation. Students who graduate early will not be eligible for valedictorian and salutatorian, but will be given recognition at graduation.

Valedictorian and Salutatorian shall be determined after the 8th semester. There shall be no co-officers, unless in cases of absolute ties.

**GIRL AND BOY CITIZEN AWARDS:** The faculty will nominate three girls and three boys from the junior or senior class. The nominees must have a "C" average and have a good record of attendance, reliability and general school citizenship. The one girl and one boy receiving the highest number of votes from the student body are declared to be the girl citizen and the boy citizen of the school.

**W.O. CUNNINGHAM AWARD:** This award is sponsored by the family and relatives of W.O. Cunningham, a longtime resident of Griggsville. It goes to a senior who has excelled at GPHS, and will be determined by the secret vote of the high school faculty based on the following criteria: School Citizenship (attitude, respect) 20%; Participation in school & community activities 20%; Scholarship 20%; Potential for success 20%; and Attendance, punctuality 20%. The formal presentation of this award will take place at graduation.

**D.A.R. AWARD:** Daughters of the American Revolution Good Citizen Award...This award is sponsored by the National Society Daughters of the American Revolution. The Daughters of the American Revolution will honor one student (boy or girl) from each of the fifty states, selected from the senior classes of public senior high schools, as excelling in the following qualities which determine good citizenship: Dependability - Truthfulness, honesty, punctuality; Service - Cooperation, helpfulness, responsibility; Leadership - Personality, self-control, initiative; Patriotism - Unselfish loyalty to American ideals.

The faculty chooses three seniors who best exemplify outstanding qualities of Leadership, Dependability, Service, and Patriotism in their school, home, and community. From these three, the senior class chooses the school's one Good Citizen. The winning citizen will take a test to compete for National Scholarship awards of \$5,000, \$2,000 and \$1,000.

**S.A.R. AWARD:** Sons of the American Revolution Good Citizens Award. This is sponsored by the National Society Sons of the American Revolution. The Sons of the American Revolution will honor one boy from each of the fifty states, selected from the senior class of public senior high schools, as excelling in the following qualities which determine good citizenship: Dependability - Truthfulness, honesty, punctuality; Service - Cooperation, helpfulness, responsibility; Leadership - Personality, self-control, initiative; Patriotism - Unselfish loyalty to American ideals. The same process of selection used for the DAR award will apply to the SAR award; winner will receive a pin and certificate of award. The State and National Scholarships are available to the SAR award winner.

**SENIOR ART AWARD:** This award will be presented to one student based on the following: outstanding talent, creativity, dedication to fine arts.

**FAMILY AND CONSUMER SCIENCES DEPARTMENT AWARD:** This award or awards will go to student or students who have high standards, good grades, good attitude and ability to demonstrate family and consumer science skills. Should there not be any outstanding student, then it will not be presented.

**ENGLISH DEPARTMENT AWARDS:** Awards will be given to those students achieving A's all four nine weeks. Awards will be given related to points achieved in Accelerated Reader.

**MATHEMATICS DEPARTMENT AWARDS:** Algebra I, Algebra II, Geometry, College Algebra/ Trigonometry, Calculus and Discrete Math awards are given.

**SCIENCE DEPARTMENT AWARDS:** The student having the highest grade average in Chemistry, Physics, Biology I and Biology II is given an award.

**OUTSTANDING SENIOR CHORAL STUDENT AWARD: the teacher based upon nominations by the class will select the outstanding senior choral student award.** The following criteria will be considered in choosing the award winners: attendance, promptness, dependability, responsibility, talent, participation and cooperation.

**ARION MUSIC DEPARTMENT AWARD: the National Arion Foundation presents The Arion Award each year to an outstanding senior musician.** Nominations are made on the basis of musicianship, general scholarship, citizenship, and service to the band, choral and other musical organizations. The award is national in scope, meaning that similar awards are made in schools across the country and many colleges and outstanding musicians recognize the recipients.

**STAR GREENHAND:** Presented to the greenhand member (1st year member) who accumulates the most points based upon FFA activities participating in, scholarship and SAE. The award is presented at the chapter banquet.

**ACTIVITY AWARD TROPHY:** Presented to FFA member who accumulates the most number of points from attending FFA activities during the year. The new year starts after the chapter banquet, where the award is presented.

**LIVESTOCK JUDGING TROPHY:** Presented to the FFA member who accumulates the highest number of points from livestock judging contest scores. The winner must attend at least six judging contests. The points for the award begin the first judging contest following the chapter banquet. The award is presented at the chapter banquet.

**BERT WEAS MEMORIAL AWARD:** Presented to the outstanding 4 year member of FFA, based upon scholarship, SAE, FFA activities, other school and community activities. Presented at chapter banquet to senior accumulating highest number of points in all areas combined.

**\*\*\*ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH HONORS AND AWARDS\*\*\***

An awards assembly will be held to honor the following students:

**Academic Excellence Awards:**

**In the elementary** - students earning straight A's (4.0) or all A's and only one B for their year-end average (3.8) will receive an academic award. Students earning a year-end average of 3.2-3.8 will receive an Academic Certificate of Award.

**In the middle school and junior high** - high honors and second high honors will be given an academic award.

**Attendance Awards:** Students with perfect attendance during the year will receive a Perfect Attendance Trophy. Students who have been present 99% of the year (missed no more than 2 days) will receive an Outstanding Attendance Certificate.

In the elementary, each grade level/room will honor a minimum of one or a maximum of two Good Citizens for the year.

Various other awards will be presented to students in classrooms by individual teachers.

**AWARDS AND TROPHIES – HIGH SCHOOL ATHLETICS**

**HARRY LAIRD AWARD:** This award is given to a senior boy who has distinguished himself in athletics while at Griggsville/Perry High School. The recipient is graded on scholarship, leadership, cooperation, and athletic ability. Versatility in sports is necessary. A committee of four, consisting of a Board member, a fan, the principal and the coach, selects the boy. The award represents the highest award an individual can win in the area of athletics. Co-awards may be given.

**SENIOR FEMALE ATHLETE AWARD:** This award is given to a female athlete who has excelled in athletics. The coaches vote upon the award. The award is based on leadership, athletic ability, cooperation, involvement in sports, dependability, and attitude.

**H.S. LETTER AND AWARD POLICY:**

1st year - Numeral (One only)

Varsity - 8" letter (one only)

All receive service pins as earned.

Plaques or trophies \$7.00 max.

\*NOTE: When balloting for contests or awards, three staff members will count the ballots.

## **DISCIPLINE PROCEDURES**

Once a student is sent to the office from the classroom, any one of several forms of discipline may be used, depending upon the severity of the offense. The following are considered:

1. Oral or written warning.
2. Parent notification
3. Detention hall
4. Written report
5. Alternative Learning Center
6. Suspension pending parent conference
7. Suspension
8. Expulsion

## **STUDENT CODE OF CONDUCT**

The following activities are prohibited. Although the list may appear extensive, it is impossible to list all of those actions that are not appropriate for a school setting. Any student who engages in any of these activities will be subject to discipline, which may include expulsion for the remainder of the year. This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

1. Cutting, defacing, or in any way damaging property, real or personal, belonging to the district, its employees, visitors or other students.
2. Defiance of the authority of the teacher, principal, bus driver, supervisor or other school personnel.
3. Stealing or forgery, or the attempt to do either. Committing robbery or theft, or the attempt to do so, of any property belonging to the district at any time or any property belonging to any employee or other student.
4. Possession of any weapon, knife, gun, instrument or article (including fireworks and instruments of the martial arts) that might be injurious to a person or property.
5. Violation of the district's drug and alcohol policy. "The use of Illicit drugs and unlawful possession and use of alcohol is wrong and harmful."
6. Use or possession of tobacco products (including, but not limited to, snuff, dip, chewing tobacco, cigarettes, cigars, pipe tobacco, etc.) Having any form of tobacco, matches, lighters is not permitted on campus. All smoking paraphernalia confiscated in violation of school rules will not be returned to the student.
7. Physically assaulting or causing bodily injury to an employee of the district, a visitor or another student. This includes nonconsensual touching or fighting.
8. Verbally assaulting or threatening an employee of the district, a visitor, or another student. Directing profanity, vulgar language, or obscene gestures toward other students or school personnel. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate disruption of the school program or incite violence. Profanity or vulgarity. Language or action of distasteful nature to human sensibilities and in violation of standards of decency and good taste is considered a form of insubordination and will not be permitted.

9. Violation of public criminal or civil law or District building regulations. Failing to comply with lawful directives or rules issued by school personnel or school policies, rules and regulations.
10. Throwing objects, outside supervised school activities that can cause bodily injury or damage property.
11. Leaving school grounds when not permitted to do so.
12. Engaging in misconduct, as defined by district policies and regulations, on school buses or at bus stops.
12. Gambling – to include NCAA basketball pools or other types of betting pools.
13. Hazing. Hazing shall be defined as making any student commit any embarrassing, ridiculous, or abusive act, physical or mental, willingly or unwillingly. Hazing is not endorsed as a form of student initiation and is prohibited. Hazing is a Class B Misdemeanor and will be reported to law enforcement agencies.
15. Scholastic dishonesty which includes, but is not limited to cheating on a test, plagiarism and collusion.
  - A. Cheating on a test includes:
    1. Copying from another student's test paper;
    2. Using material during a test which is not authorized by the person giving the test;
    3. Collaborating with another student during the test without authority;
    4. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;
    5. Substituting for another student or permitting another student to substitute for one's self, to take a test;
    6. Bribing another person to obtain a test that is to be administered; or
    7. Securing copies of the test or answers to the test in advance of the test.
  - B. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit.
  - C. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.  
(A grade of zero (0) shall be placed on any work obtained by cheating. The student will then be subject to disciplinary action.)
16. Committing extortion, coercion, or blackmail, i.e., obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
17. Lying or the giving of false information, either verbally or in writing, to a school employee.
18. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.
19. Engaging in immoral conduct. Immoral conduct is conduct which the Board determines is not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community.
20. Communicating a threat or false alarm of a bomb, fire, explosion, or other incendiary device or poison to school officials.
21. Bribing or offering anything of value to a teacher, administrator or other district employee in exchange for a grade, favor or anything of value.
22. Habitual tardiness.
23. Truancy or cutting class. Students who break the rule, as well as those who encourage others to break the rule, will be disciplined.

24. Fighting on or near campus, on the bus, at or near bus stop. Students are expected to refrain from fighting (for whatever reason). Those students who break the rule, as well as those who encourage others to break the rule, will be disciplined.
25. Gum chewing.
26. Bringing radios, tape recorders/players, cameras, or a device deemed to be a distraction to any school function shall result in it being checked in at the office. Such items, when needed for special classroom lessons, are permissible only by request of teacher or principal.
27. Failure to comply with school rules, regulations, or administrative decisions.
28. Participating in any activity that interferes with or disrupts the educational process. This includes time after lunch periods or other periods when students are in the hallways and other students are in homeroom or class.

## **RESPONSIBILITIES OF THE SCHOOL COMMUNITY**

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among student, parent, and educator requires that:

### **PARENTS AND/OR GUARDIAN**

- \* Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
- \* Assist their child in being properly attired.
- \* Take an active interest in the overall school program.
- \* Communicate regularly with the school concerning their child's conduct and progress.
- \* Discuss report cards and work assignments with their child.
- \* Bring to the attention of school authorities any problem or condition which affects their child.
- \* Maintain up-to-date home, work, and emergency telephone numbers at the school.
- \* Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.

### **STUDENTS**

- \* Attend all classes, daily and on time.
- \* Be prepared for each class with appropriate materials and assignments.
- \* Be properly attired.
- \* Exhibit an attitude of respect towards individuals and property and conduct themselves in a responsible manner.
- \* Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, and cheating.
- \* Obey all school rules.
- \* Seek changes in school policies and regulations in an orderly and responsible manner, through approved channels.

## **SCHOOL PERSONNEL**

- \* Maintain an atmosphere conducive to good behavior.
- \* Be in regular attendance and on time, and be prepared to perform their duties with appropriate working materials.
- \* Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner.
- \* Plan a flexible curriculum to meet the needs of all students.
- \* Promote effective training and discipline based upon fair and impartial treatment of all students.
- \* Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school affairs.
- \* Develop a cooperative working relationship among staff and students.
- \* Obey district and school policies and regulations.

## **NETWORK AND INTERNET POLICY—INSTRUCTIONAL PROGRAM**

### **Expectation of Privacy**

All electronic files are property of Griggsville-Perry CUSD 4. As a user of the Griggsville-Perry Schools' electronic network and the Internet, the user needs to be aware that electronic files, including email, are backed regularly and are possibly never really deleted. Further, routine monitoring of the network, email and the Internet and the usage thereof is performed on a regular, random basis by the system administrator and all files are subject to review at any given time. Therefore, there can be no expectation of privacy on behalf of the user.

### **Authorization for Internet Access**

Each teacher must sign the District's Authorization for Internet Access as a condition for using the District's Internet Connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

The failure of any student or teacher to follow the terms of the Authorization for Internet Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Letter Parent(s)/Guardian(s) Regarding Student Use of the Internet:

Dear Parent(s)/Guardian(s),

We now have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- A. Limited electronic mail communications with people all over the world
- B. Information from government sources, research institutions, and other sources
- C. Discussion groups
- D. Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC)

With this education opportunity also comes responsibility. You and your child should read the enclosed Authorization For Internet Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of privilege to use this resource as well as other appropriate disciplinary action. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access. Parents should recognize that students might have access to inappropriate material during unregulated use.

Please read and discuss the Authorization for Internet Access with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to your school.

### **Authorization for Internet Access**

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and Administrators are treated like teachers for the purpose of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the front of this handbook are legally binding and indicate the party who signed has read the terms and conditions carefully and understands their significance.

### **Terms and Conditions**

Acceptable Use—Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations;
- Unauthorized downloading, installation, or implementation of software, regardless of whether it is copyrighted or virus free;
- Downloading copyrighted material for other than personal use;
- Use of file sharing software such as Kazaa, Imesh, Morpheus, WinMX, etc.;

- Using the network for private financial or commercial gain;
- Wastefully using resources such as file space;
- Attempting or gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing web-based gaming sites of any nature, action, puzzle, gambling, etc.;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, and
- Using the network while access privileges are suspended or revoked.

Network etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal address or telephone numbers of students or colleagues.
- Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by others.
- Consider all communications and information accessible via the network to be private property.

No warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempting to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer virus.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minutes surcharges, and/or equipment or line cost.

Parents – Parent agree to be responsible for any financial obligations of their students.

## **TYPES OF DISCIPLINE USED**

Disciplinary policy will be administered in a fair, reasonable, consistent and respectful manner with due regard for responsibility, rights, due process and best possible outcomes. Never will disciplinary policy be administered capriciously, maliciously, or unfairly.

1. Disciplinary action may include:
  - \* Counseling by teachers or administrative personnel
  - \* Parent/guardian-student personnel conference
  - \* Assignment of school duties other than class tasks
  - \* Verbal correction
  - \* Detention
  - \* Withdrawal of privileges (including extracurricular activities and open-campus lunch)
  - \* Alternative Learning Center assignment
  - \* Removal from school
2. Self discipline is the best kind of discipline. Students should strive toward self-discipline by recognizing and using good discretion.
3. Detention Hall is located in an assigned room. Students may be assigned Detention Hall for excessive tardies or other disciplinary problems. Misbehavior or tardies in Detention Hall will result in assignment to ALC or Saturday detention.
4. The Alternative Learning Center (in-school suspension) is designed to serve all G.P. C.U.S.D. students who would normally be suspended from school for disciplinary reasons. Instead of being sent home for a certain number of days, a student is assigned to this special class. Prior to going to ALC, the student's parent or guardian will be notified by the school administrator that their son/daughter will be in ALC for a specific number of days. An experienced teacher is assigned to supervise this class. Counseling will also be furnished to these students. The supervisor will assist students with assignments and see that an atmosphere conducive to learning is maintained. Each student assigned will be provided with assignments for each class. Each student is expected to bring the necessary materials to do the work. If a student does not follow this plan, the supervisor in charge may assign work that will be of educational value. If a student fails to benefit from ALC, he/she may be suspended from school.
5. The School Code of Illinois mandates that discipline policies shall not include slapping, paddling, or prolonged maintenance of students in physically painful positions nor shall it include intentional infliction of bodily harm.

## **RULES – GENERAL**

1. The "no gum chewing" rule is enforceable by individual teachers, however, if it becomes a problem for the custodial staff, etc., etc., then it will be enforceable at the administration level.
2. No dogs are allowed at school.
3. No students are permitted in the teachers' workroom unless a teacher has arranged for them to be there.
4. No hats, scarves or kerchiefs may be worn in the building.
5. No cell phones or pagers.

High school students are not to be in Nichol Gym before school or during noon hour. Students are to use the cafeteria to eat lunch. The area between the gym and ag shop is off limits. High school students may drive vehicles to and from school, but may not go to them during the school day, from arrival until the end of the school day without administrative permission.

## **SPECIFIC PUNISHMENT FOR VIOLATIONS OF CODE OF CONDUCT**

The following specific punishments for violations of the Code of Conduct are proposed penalties as outlined and are only suggestions and the Administration and the Board of Education of the Griggsville/Perry Community Unit #4 retain their discretion to impose any punishment they deem appropriate for any misconduct by students.

1. Smoking, chewing tobacco, and dipping snuff are forbidden at all times on school premises or in school buses.
  - A. First offense - 3 days ALC
  - B. Second offense - 3 days suspension
  - C. Continued abuse of policy - 3-10 days suspension
2. Food, gum, and drinks create litter and sanitation problems in classrooms, hallways and lockers. Students must eat and drink in designated areas.
  - A. First offense - warning
  - B. Second offense - after school detention
  - C. Third offense - ALC
  - D. Continued abuse of policy - long term ALC
3. Truancy
  - A. ALC - 3 hours for each hour truant – report to Pike County Attendance Specialist for consultation with student and parents
  - B. Continued abuses will result in long term ALC assignment
4. Physically assaulting (fighting or hazing) or threatening the following:
  - A. Student in district - 3 days ALC to removal from school
  - B. Employee of district - removal from school and assault charges filed against individual with local police authorities
5. Verbal abuse or threat, profanity, obscene language, gestures, or writing directed at an employee of the district or another student.
  - A. ALC assignment to expulsion
6. Public display of affection: Students at our schools do not hold hands or otherwise show affection toward one another on school grounds.
  - A. Warning to ALC assignment if displays persist

7. Cheating, plagiarism, forgery.
  - A. Warning to ALC assignment (zeros given on all work where cheating took place)
8. Defacing or destroying school property.
  - A. After school detention/ALC assignments/payment for damages/Suspension
9. Stealing or gambling.
  - A. Warning to ALC assignment with restitution/Suspension
  - B. Charges filed with local police authorities
  - C. Notification of IHSA, resulting in disqualification to participate in IHSA sanctioned events or activities.
10. Disobedience, insubordination, lying, or disrespect (refusal to comply with directives from school officials).
  - A. Warning to removal from school
11. Unauthorized use of school passes or forms.
  - A. 1 to 10 days ALC
12. Possession, using, handling, or transmitting any weapon, knife, gun, instrument or article (including fireworks) that may be injurious to persons or property.
  - A. 1 to 10 days ALC/Suspension or removal from school (in the case of a weapon, this could be for a period up to one year)
13. Absent for detention hall (unexcused).
  - A. Additional after-school detention or ALC assignment, or Saturday A.M. Detention.
14. Tardies (unexcused).
  - A. First and second offense - counseling by teacher/warning by Principal
  - B. Third offense - 15 minute detention
  - C. Fourth offense - 30 minute detention
  - D. Fifth offense - 45 minute detention
  - E. Sixth offense - 1 day ALC
  - F. Seventh offense - 3 day ALC
  - G. Eighth offense - 5 days ALC
15. Violation of Dress Code.
  - A. First offense - warning and sent home to change clothes or shave (parents may bring clothes)
  - B. Continued abuse of policy - 1-10 days ALC
16. Unauthorized or illegal demonstrations that materially or substantially disrupt the normal operation of school or resulting in substantial disorder or invasion of the rights of other persons.
  - A. 1-3 days ALC/Suspension
17. Disruptive activities.
  - Obstructing or restraining the passing of persons in an exit, entrance or hallway of any building without the authorization of the administration of the school; or
  - Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other, authorized by the school administration; or
  - Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
  - Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats

- there of the ingress or egress of any person to or from said property or campus without the authorization of the school; or
- A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur; or
- In addition, no student will be allowed to disrupt class by making excessive noise, throwing objects, walking out of class without permission.
- A. Warning to 10 days ALC assignment/Suspension
18. Alcohol and Drugs: While on school grounds, while attending a school function, or while in route to or from school or a school function in transportation made available by the district, students are prohibited from possessing, using, selling, attempting to sell, or being under the influence of an alcoholic beverage, an inhalant or other substance used to induce intoxication, marijuana, or hallucinogenic, amphetamine, or barbiturate, or any other substance prohibited under the Controlled Substances Act of the Federal Drug Abuse Prevention Control Act. State law provides that the possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the district or while entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a school in the district is being held constitutes a Class C misdemeanor. When a student commits drug and alcohol related offenses, they may be referred to legal authorities for criminal prosecution, in addition to school-imposed discipline. School imposed discipline may also include completion of an appropriate rehabilitation program.
- A. Suspension to Expulsion
19. Conviction of Misdemeanor Felony: Any student enrolled in or in attendance in schools of the district who may be convicted of a misdemeanor involving moral turpitude or a misdemeanor or felony for the possession of, use of, sale of, or attempt to sell any alcoholic, spirituous, vinous, or malt beverages, marijuana, narcotics, or dangerous drugs or controlled substance in any court of this State of the United States shall be subject to expulsion for a period of time no longer than the remainder of the school term after due notice and hearing in conformity with the Expulsion Procedure Policy of this school district, and shall not receive credit for work during the semester in which such expulsion occurs or continues, unless otherwise determined by the Board as hereinafter provided.
20. Violating the regulation that there shall be no fraternities, sororities, or other secret organizations within the school district.
- A. 3-10 days ALC
21. Throwing objects that can cause bodily injury or damage property.
- A. Warning to 3-10 days ALC/Suspension/Expulsion
22. Leaving campus without permission.
- A. Warning to 3-10 days ALC
23. Excessive noise or horseplay in the hallways or building.
- A. First offense - warning
- B. Second offense - sent to Principal
- C. Continued abuse of policy - after-school detention/3-10 days
24. Leaving class without permission.
- A. First offense - after-school detention
- B. Continued abuse of policy - 3-10 days ALC

25. Failure to bring required classroom materials and/or assigned work to class.
  - A. First offense - warning
  - B. Second offense - after-school detention
  - C. Continued abuse of policy - 3-10 days ALC
26. Refusal to participate in classroom activities and discussions.
  - A. First offense - warning
  - B. Second offense - after-school detention
  - C. Third offense - 3-10 days ALC
27. Students assigned to the Alternate Learning Center must adhere to the rules of the center.
  - A. Students in ALC will be supervised by a certified teacher.
  - B. If a student leaves the class without permission, or if a student does not report to the ALC on the days assigned, or if he/she misbehaves, he/she will have to make up the day and any added extra days and/or be removed from school.
  - C. A student may be removed from ALC for disciplinary reasons and recommended for removal from school for the balance of the term with no credit being given.
  - D. Students are not counted absent from school or class while attending ALC.
  - E. Students will be assigned work by their teachers and will be required to complete this work before being allowed to return to classes.
  - F. Students will be given credit for the work completed in ALC.
  - G. Students will be assisted and/or helped by the district counselor to prevent further disciplinary problems.

## DETENTION

When a student breaks the rules of an individual teacher's classroom, or the overall rules of the school, he/she may be given a detention. The teacher fills out a conduct report, stating why the detention is being given, what date it will be served, and its duration. At the high school and elementary school levels, detentions are to be given for only 15, 30, or 45 minute time periods. Detentions are given at the middle school level for 45-minute time periods. Detentions are to be served per assignment after school on Tuesday or Thursday, and students are to report no later than 3:35. Failure to serve after-school detentions may result in a Saturday Morning Detention. Failure to serve a Saturday A.M. detention will result: **1<sup>st</sup> time** – 1 day of ALC; **2<sup>nd</sup> time** – 3 days of ALC; **3<sup>rd</sup> time** – 5 days of ALC and loss of all extra curricular privileges and/or trips for the rest of the year.

There will be only three (3) dismissal times from the detention room: 3:50, 4:05 and 4:20. Any student arriving after 3:35 will see his/her time period roll over to include an extra 15 minutes. (Example: a student with a 15 minute detention arrives at 3:40. He/she will **not** leave at 3:55; he/she will have to wait until the 4:05 dismissal time. Note: on a 45 minute detention, there is no extra time so the detention will double.)

Copies of the conduct report will be given to the student and his/her parents. The office maintains a copy and refers the names to the detention hall officer. Students shall serve their detention on the date and at the time stated on the conduct report. Detention will be served in detention room at the time set at the beginning of the school year.

Failure to serve the detention on the given date (without administrative approval) will result in the detention time being doubled. Accumulated detention time of over two (2) hours will result in an in-school suspension (ALC). Students who continually receive after-school detention for unacceptable behavior will be referred to the office for in-school suspension (ALC) assignment for 1-10 days.

**\*\*STUDENTS DO NOT SET THE TIME OR DATE OF DETENTION. DETENTIONS WILL BE HELD AFTER SCHOOL AND WILL BE SERVED AT THE TIME SET. SATURDAY MORNING DETENTIONS MAY BE REQUIRED FOR THOSE FAILING TO SERVE AFTER SCHOOL DETENTIONS.**

## **SUSPENSION**

A student who, after a hearing, is suspended may appeal the decision to the superintendent or designee. The superintendent's decision may be appealed to the Board of Education. The hearings before the superintendent and the board shall be on the record developed before the principal.

The principal shall notify the student and his/her parent or guardian in writing of the suspension and of the right to appeal to the superintendent. If the student or his/her parent or guardian does not appeal the principal's order within two days after receiving written notice, the suspension shall become final. Students receive **no credit** for work missed, homework, class discussion, etc.

## **BEHAVIORAL INTERVENTION POLICIES**

According to Illinois School Code Section 14-8.05; and P.A. 87-1103, the Griggsville/Perry School District will use behavior intervention in the case of behavior problems with special education students who have a written IEP. Students will be dealt with in the following manner:

- A. An IEP conference will be convened within 10 school days to review the interventions used with the student and to review the functional analysis of the plan and strategies.
- B. A behavioral management plan will be devised and become a part of the student's IEP. The plan will indicate the least restrictive interventions and various alternatives that can be used with the individual student. The alternatives may include detentions, suspension and up to expulsion from school.
- C. The behavior management plan as written in the student's IEP will be reviewed by the Parent/Teacher Advisory Committee to be sure the least restrictive interventions is being used.

Due to the increased awareness of school violence and school safety, the Griggsville/Perry schools have instituted the following safety measures:

- A. All entrance doors, except for a designated entry door, will be locked at all times. Entrance to the building will be only through the designated entry door.
- B. All visitors to any building must report to the office and sign in and receive a pass to gain access to any other part of the building.
- C. Teachers and staff will be advised to send anyone without a pass to the office to obtain one.

- D. Classrooms are not to be entered or bothered without permission from the office.
- E. Students are not to be interrupted without permission from the office.
- F. If the students, staff, administration, and/or parents desire to report any threats of school violence, they may do so by calling the **SCHOOL VIOLENCE TIP LINE AT 1-800-477-0024.**

## **GRIGGSVILLE/PERRY PRE-K PROGRAM**

### **Program Philosophy**

Griggsville/Perry Pre-K believes...

Parents are their children's first and most important teacher.

Parents care about their children and will put forth strong efforts to improve their child's well being.

### **Our Mission...**

The mission of the Griggsville-Perry Pre-K is to provide a comprehensive program of educational, health, and social services to preschool children and their families which promote self-esteem and self-sufficiency.

### **GENERAL OBJECTIVES**

1. Provide a developmentally based, success-oriented atmosphere with learning experiences that include the encouragement of language development, exploring a variety of basic concepts and building a strong literacy foundation using developmentally appropriate hands-on activities.
2. Provide opportunities for physical development – both fine and gross motor.
3. Provide opportunities for social interaction.
4. Provide assistance to parents in providing meaningful educational experiences for their children and developmentally appropriate activities/goals, and providing information on nutrition, diet, general health care, and promoting a positive link between home and school.
5. Provide an extra boost which some children need before beginning Kindergarten.

### **PROGRAM DESCRIPTION**

#### **Classroom Based**

Children attend classes five mornings or afternoons each week, Monday through Friday. Families receive four Parent-Teacher Conferences a year. Parent Activities are held once a month. **There will be no Pre-K classes on the following days: Friday, September 26; Friday, October 31; Wednesday, November 26; Thursday, December 18; Friday, January 30; Friday, February 27; Friday, March 27; and Friday, April 24.**

## PRE-KINDERGARTEN POLICIES

### **Absences and Irregular Attendance:**

Regular attendance in class is very important to your child's progress. Pre-kindergarten won't help your child if he or she has frequent absences. Unless your child is sick or there is a serious family problem, he or she should come to class.

\*\*\*If your child has to miss a class, please notify us as soon as possible by calling the Griggsville School at 833-2352.

### **Illness:**

Please do not send your child to school if he or she is not feeling well or has any of the following symptoms:

1. Has a fever or has had one in the past 24 hours.
2. Has vomited within the last 24 hours.
3. Has had diarrhea within the last 24 hours.
4. Has infected (yellow or green) discharge from nose or eyes.
5. Has rashes of suspicious nature.

### **Emergency Medical Plan:**

Teachers and aides have been trained in emergency procedures. They are required to keep emergency numbers for each child available during all activities as well as a First Aid Kit. Emergency numbers are posted in classrooms.

In an emergency, the child's parent or guardian makes all decisions on what action is taken. The teacher will provide assistance as needed. If the parent is not present, staff will provide first aid and seek appropriate treatment, notifying the parent immediately or as soon as possible.

## DRESS AND SUPPLIES

### **Dress for Class:**

Children will be painting frequently. If snow boots are worn, please send gym shoes to change into. We will also spend time outdoors on the playground equipment and our tricycles. **Please dress your child for these activities.**

### **Supplies:**

The teacher will give a list of supplies to the parent on their first home visit before school begins. If possible, please send a book bag to carry home papers and projects. Write your child's name on all items that he or she brings to school. You will also need to send an extra set of clothes in case of an accident, and a paint shirt.

## **GUIDELINES FOR VOLUNTEERS**

Parents are encouraged to volunteer and assist the teacher in the classroom during class time. Guidelines will be posted in the classroom to help volunteers.

### **Helpful Tips for Volunteering:**

1. Join in the classroom activities.
2. Whenever possible, get down on the child's level when interacting with them.
3. Use positive direction. Tell a child what to do, not what not to do.
4. Dress in comfortable clothing. We like to get messy!!!
5. Ask questions, we are all learning together.
6. Volunteer time is a special time for you and your child.
7. Most of all, enjoy yourself!